

**Paraeducator / Paraprofessional Transfer Request Form
2008/2009 School Year**

Procedures:

1. **Paraeducator/Paraprofessional Responsibilities:**
 - A paraeducator or paraprofessional desiring a transfer to another school for the 2008/2009 school year must complete a **separate** transfer request form for each school and forward the forms to the appropriate school no later than May 15, 2008.
 - The availability of a position at a particular school should not be a consideration when requesting a transfer. Positions are created and filled on an ongoing basis during the summer.
 - Please complete a form for each school of interest regardless of whether or not there is a vacancy or anticipated vacancy at the time the form is completed.
 - Send the white and canary copy to the Principal of the desired school after the current principal signs the transfer form. Retain the pink copy for your records. **Please note: Human Resources does not receive a copy of the form.**
 - Requests received after May 15, 2008 **will not** be considered or processed.
2. **Current Principal Responsibilities:**
 - Must sign and return the form to the paraeducator/paraprofessional before the paraeducator/paraprofessional sends it to the school(s) of interest.
3. **Receiving Principal Responsibilities:**
 - Shall acknowledge the receipt of the request for transfer form
 - Will consider the requests based on enrollment projections, documented resignations, leaves of absence and/or retirements and the criteria noted in the current HCEA/ESP Negotiated Agreement.
 - Will notify Human Resources of all offers by completing the transfer form, signing and returning the selected support staff transfer form.
 - If there is no immediate opening at the school of interest, the paraeducator/paraprofessional will be considered for any new vacancies occurring prior to August 15, 2008.

TO BE COMPLETED BY THE EMPLOYEE:

Name: _____

Home Address: _____ Summer Address: _____

City, State, and Zip Code _____ City, State, and Zip Code _____

Home Telephone: _____ Cell Telephone: _____

CURRENT SCHOOL AND POSITION

Current School: _____ Position: _____ Full or Part Time

DESIRED TRANSFER POSITION:

New School: _____ Position: _____ Full or Part Time

Signature of Employee Date

TO BE SIGNED BY THE CURRENT PRINCIPAL:

Signature of Current Principal Date

Current Principal must sign and return the form to the employee before the employee sends to the receiving desired school(s).

TO BE COMPLETED BY THE RECEIVING PRINCIPAL:

Check appropriate statement and return this form to the Office of Human Resources by August 15, 2008. Refer to HCEA/ESP Agreement Article 5, Sections 5.1C and 5.1D for waiver information.

____ I have a vacancy and will accept the transfer of this paraeducator/paraprofessional for the 2008/2009 school year for the position of:

(List the specific title for the position you are filling, i.e. Paraeducator-Special Education Assistant, Paraeducator-Instructional Assistant, Paraeducator - Kindergarten Assistant, Paraeducator- Media Assistant, Paraprofessional-Student Assistant, Health Assistant, etc.)

____ No vacancy exists. However, I will give this person consideration should a vacancy occur on or prior to August 15, 2008.

____ I am unable to incorporate his/her skills into my specific organizational plans.

Signature of Principal School Date