

**DEPARTMENT OF EDUCATION  
HAGATNA, GUAM**

**TEACHER TRANSFER REQUEST**

Date: \_\_\_\_\_

To: Administrator, Personnel Services

From: \_\_\_\_\_ SS#: \_\_\_\_\_  
 Name of Employee Home Phone: \_\_\_\_\_  
 Other Contact Number: \_\_\_\_\_

**It is requested that I be granted a transfer effective:**

- ( ) The first day of \_\_\_\_\_ quarter/semester
- ( ) The earliest date possible
- ( ) The first day of next school year.

<u>FROM</u>	<u>TO (CHOICES)</u>	<u>SUBJECT/AREA</u>
School/Division	1 <sup>st</sup> _____	_____
	2 <sup>nd</sup> _____	_____
	3 <sup>rd</sup> _____	_____

- \* **Elementary** shall indicate specific grade such as "Kindergarten", "Primary", or "Intermediate", etc.
- \* **Secondary** shall indicate specific subject area such as "Social Studies", "Science", "Language Arts", or "Art", etc.

**NOTE:** The Personnel Services Division cannot assure assignment to any specific subject or grade level as this is the prerogative of the School Principal/Division Head.

**I UNDERSTAND THE FOLLOWING STIPULATIONS:**

1. This request is valid only for one (1) year and if no transfer occurs, a request again is required.
2. Refusal to accept a requested transfer shall void the transfer request.
3. A transfer can only be made to a vacant teaching position.
4. A transfer requires that the teacher meet the qualifications and certification for the position.
5. The releasing and receiving school principals/division heads must approve the transfer.

\_\_\_\_\_  
**Teacher's Signature**

\_\_\_\_\_  
**Date**

<p><b><u>RELEASING PRINCIPAL/ DIVISION HEAD</u></b></p> <p>( ) Approved      ( ) Disapproved</p> <p><b>COMMENTS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p>	<p><b><u>RECEIVING PRINCIPAL/ DIVISION HEAD</u></b></p> <p>( ) Approved      ( ) Disapproved</p> <p><b>COMMENTS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p>
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**DO NOT WRITE BELOW - FOR PERSONNEL SERVICES DIVISION**

To: Personnel Specialist

\_\_\_\_\_  
**Signature of Administrator, Personnel Services**

\_\_\_\_\_  
**Date**