To: Superintendent, GPSD

Subject: Request for Transfer of Assignment

In accordance with the School Board and Administrative Policies of Greenville Public School District, this letter is presented as a request for change of assignment. It is my understanding that a decision will be reached after due consideration has been given to the points listed below with priority of consideration in the order of listing:

1. Because we operate a pupil-centered school system, the first priority will be given to the pupils of both schools concerned
2. The professional attitude, aptitudes, temperament, and overall usefulness of the employee in both situations
3. The personal desires of the employees concerned and reasons for requesting reassignment

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| Name of Employee: | Click or tap here to enter text. |
| Present Assignment: | Click or tap here to enter text. |
| Assignment Requested: | Click or tap here to enter text. |
| Reason for Desiring this Transfer |
| Click or tap here to enter text. |

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| Date | Click or tap to enter a date. | Signature of Employee |  |

ADMINISTRATIVE ACTION

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| Present AssignmentPrincipal’s Recommendation | Requested AssignmentPrincipal’s Recommendation | Superintendent’s Actions |
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| Notification Date |  |  |  |  |