

**NORTH ST. FRANCOIS COUNTY R-I SCHOOL DISTRICT  
CERTIFIED/CLASSIFIED STAFF POSITION  
REQUEST FOR TRANSFER CONSIDERATION**

Directions: Please complete this form for POSTED POSITIONS ONLY

REQUEST TO: Mike Henderson  
Associate Superintendent

Please be advised that I desire to be considered for the following posted vacancy:

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Current Position: \_\_\_\_\_ Current Location: \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Today's Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**RETURN TO THE HUMAN RESOURCES DEPARTMENT**

<i>Human Resources Use Only</i>	
<i>To Be Completed By Principal and/or Department Supervisor</i>	
<i>Date Candidate's Request Reviewed:</i> _____	<i>Reviewed By:</i> _____
<i>Date Interviewed:</i> _____	<i>Interviewed By:</i> _____
<i>Action Taken: Request Denied</i> _____ <i>Date</i> _____	<i>Request Approved:</i> _____ <i>Date</i> _____
<i>Approved/Denied By:</i> _____	