



Request-To-Transfer Form

Detroit Lakes Public Schools - Independent School District #22

Qualified teachers currently employed by Detroit Lakes Public Schools wanting to be considered for a transfer to a vacant position for the next school year must submit a completed "Request To Transfer" form to the Superintendent by February 1. Teachers to be considered for transfer under the Voluntary Transfer Guidelines must be a tenured teacher.

Employee Information:

NAME

DATE OF REQUEST

CURRENT TEACHING ASSIGNMENT

CURRENT BUILDING

AREA(S) OF CERTIFICATION

Vacant Position(s) To Be Considered For:

POSITION/GRADE/SUBJECT AREA

BUILDING

ARTICULATE QUALIFICATIONS OR RATIONALE FOR REQUEST YOU FEEL SHOULD BE CONSIDERED

In filling any teaching position by transfer, the criteria to be considered shall include:

1. Qualifications and experience (including tenure)
2. Contributions teacher could make to students in vacant position and the impact on students in leaving current position.
3. Seniority
4. Other criteria unique to the position and/or application
5. Teachers requesting transfer are strongly encouraged to schedule meetings with his/her current Principal and the Principal(s) of the building(s) to where the teacher is requesting transfer. Said meeting should be requested as soon as possible after the February 1st deadline.

For Office Use Only:

ACTION TAKEN

Approved

Denied

COMMENTS