

**LAKE COUNTY SCHOOL DISTRICT R-1
Leadville, Colorado 80461
OFFICIAL TRANSFER REQUEST FORM**

DIRECTIONS: Complete one form, including all positions desired, and return to the building administrators involved on or before the deadline date (if applicable) along with an updated resume which includes: professional training and experiences, teaching experiences, additional areas of certification and include co-curricular activity qualifications/desires.

NAME _____ Date _____

Present teaching position _____

at _____ School.

I would like to be considered for the following positions, should they materialize:

1. _____ at _____

2. _____ at _____

3. _____ at _____

List all extracurricular activities you are willing to direct or assist:

Does your present certificate/license qualify you for these changes? ___ Yes ___ No

If not, how and when can you qualify? _____

Reason for request (optional) _____

Additional information _____

If these openings occur during the summer months, where can you be reached?

Address

Phone

Please read the following statement carefully and sign below:

I understand that if at any time I wish to remove my name from consideration for any position(s) to which I have requested transfer, I am obligated to notify the building administrators involved immediately regarding my intentions. I also understand that to be considered for any particular position posted, but not specifically listed above, will require the submission of a new Official Transfer Request Form to the building administrators involved.

Signature