

**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 administrator and Human Resources Director 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. It is highly recommended that the employee provide a copy to the current administrator, as well, to ensure clear communication.

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.

The Lake County School District does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. A lack of English skills will not be a barrier to admission or participation. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Kathleen Fitzsimmons, HR Director, 328 W. 5th Street, Leadville, CO 80461; 719-486-6811 or kfitzsimmons@lakecountyschools.net The Lake County School District complies with all ADA requirements and will offer reasonable accommodations to any employee meeting the criteria. Please contact HR Director for requests.

\_\_\_\_\_  
Signature