



**UTICA COMMUNITY SCHOOLS  
TEACHER TRANSFER REQUEST FORM**

**ID #** \_\_\_\_\_

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRESENT POSITION** \_\_\_\_\_ **BUILDING**  
\_\_\_\_\_

I request transfer to: \_\_\_\_\_  
(Name of School or Department)

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

Type of Certification: \_\_\_\_\_ Elementary \_\_\_\_\_ Secondary \_\_\_\_\_ Special Ed.  
\_\_\_\_\_ Other \_\_\_\_\_

Degree: \_\_\_\_\_ Bachelors \_\_\_\_\_ Masters \_\_\_\_\_ Ed. S. \_\_\_\_\_ Ph.D./Ed.D.

Have you been granted Michigan Tenure in Utica? \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of years of teaching: \_\_\_\_\_ In Utica \_\_\_\_\_ Total

Secondary only: Major: \_\_\_\_\_ No. of Sem. Hrs. \_\_\_\_\_  
Minor(s): \_\_\_\_\_ No. of Sem. Hrs. \_\_\_\_\_  
\_\_\_\_\_ No. of Sem. Hrs. \_\_\_\_\_

Recommendation of present administrator: (Unrequested Transfers Only)  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation of receiving administrator:  
\_\_\_\_\_  
\_\_\_\_\_

Final action by Human Resources:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Guide to Use:  
Submit all five (5) copies to the building principal for processing.

After final action, Human Resources returns one copy each to: Teacher, Present Administrator, Receiving Administrator, Personnel File, Association