



# Livingston Parish Public Schools

## REQUEST FOR TRANSFER Classified Employee

<b>OFFICE USE ONLY - APPROVAL</b>	
HR	_____
SPED	_____
SFS	_____
TI/II/III	_____
JOB CLASS	_____

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone No: \_\_\_\_\_ PC# \_\_\_\_\_ Employee # \_\_\_\_\_

### CHECK ONE:

- Paraprofessional:  ELL  SPED  Title I  Lab  Library  Early Childhood ( 8G  LA4  SPED)
- School Secretary:  1/5  2/5  3/5  4/5  5/5
- Bus Driver ( REG ED  SPED)  Bus Driver Aide - SPED
- School Food Service ( Manager  Production Manager  Multi Site Manager)  SFS Technician ( 4 HR  7 HR)
- Custodian \_\_\_\_\_ / \_\_\_\_\_ (days/hours)
- Other Position \_\_\_\_\_

I am requesting a transfer from:

\_\_\_\_\_ as a \_\_\_\_\_ to  
(School A) (Position)

\_\_\_\_\_ as a \_\_\_\_\_  
(School B) (Position)

In the place of \_\_\_\_\_ (Name) \_\_\_\_\_ (Employee #)

Effective dates \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ has approved this transfer  
**Employee Signature**

\_\_\_\_\_ has approved this transfer.  
**Principal/Department Head/Supervisor**

Is the recommended employee related to the principal?  Yes  No