



TRANSFER/PROMOTION REQUEST FORM

For all Non-Instructional Positions

Employee Information:

First Name: _____

Last Name: _____

Address: _____

City, ST Zip: _____

Phone Number: _____

Current Position: _____

Current Building: _____

Transfer/Promotion Information:

I am interested in:

Position: _____

Building: Option 1: _____

Option 2: _____

Option 3: _____

I confirm that I am actively employed by Elmira City School District, and I understand that by submitting this form I am not guaranteed the requested transfer/promotion.

Signature: _____

Date: _____

SUBMIT FORM TO: Human Resources, School Personnel Clerk