



North East Independent School District

10214 SOMMERS ROAD - SAN ANTONIO, TEXAS 78217

CUSTODIAL TRANSFER REQUEST

I wish to transfer to _____
for the following reason(s):

I am presently employed at _____
School

Signature
(Principal's signature)

Employee Signature

Employee ID or SS#

Telephone number

Attach a copy of the following:

- A copy of any and all evaluations
- A copy of any counseling statements or reprimands
- A KRONOS printout showing all absences one year prior to request date

Please note: You must be in your current position for one year to be eligible for a transfer. Approval by the Principal does not guarantee a transfer, and if approved, the transfer will not become effective until a suitable replacement is found. At the Facility Support Department's discretion, if no position is available at requested campus, transferee could be placed at any campus with a vacant position.

****Please return this form to the Facility Support Office***

