

Gresham-Barlow School District Classified Transfer Request for 2023-2024

Name: _____ Location: _____
please print

Current Position: _____ Current hours per week: _____ PEID: _____

Minimum hours willing to work per week: _____ Maximum hours willing to work per week: _____

I am requesting a transfer to the following schools and positions:

SCHOOLS

Elementary Schools

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Deep Creek | <input type="checkbox"/> East Gresham | <input type="checkbox"/> East Orient |
| <input type="checkbox"/> Hall | <input type="checkbox"/> Highland | <input type="checkbox"/> Hogan Cedars |
| <input type="checkbox"/> Hollydale | <input type="checkbox"/> Kelly Creek | <input type="checkbox"/> North Gresham |
| <input type="checkbox"/> Powell Valley | | |

Middle Schools

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Clear Creek | <input type="checkbox"/> Damascus | <input type="checkbox"/> Dexter McCarty |
| <input type="checkbox"/> Gordon Russell | <input type="checkbox"/> West Orient | |

High Schools

- | | | |
|----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Gresham | <input type="checkbox"/> Sam Barlow | <input type="checkbox"/> Springwater Trail |
|----------------------------------|-------------------------------------|--|

POSITIONS

Custodial

- | | | |
|--|---|---|
| <input type="checkbox"/> Custodian | <input type="checkbox"/> Head Custodian | <input type="checkbox"/> Lead Night Custodian |
| <input type="checkbox"/> Maintenance Custodian | | |

Educational Assistants

- | | | |
|---|---|--|
| <input type="checkbox"/> EA2 - Supervision | <input type="checkbox"/> EA3 - Instruction | <input type="checkbox"/> EA5 - Structured Skills Center-SPED |
| <input type="checkbox"/> EA3 - Childcare Program | <input type="checkbox"/> EA3 - Media | <input type="checkbox"/> EA5 - School/Community Liaison |
| <input type="checkbox"/> EA3 - ELL | <input type="checkbox"/> EA4 - Special Education | <input type="checkbox"/> Other |
| <input type="checkbox"/> EA3 - High School Math Tutor | <input type="checkbox"/> EA5 - Functional Living - SPED | |

If marked "**Other**" indicate specific position requesting a transfer to.

Other

- | | |
|--|---|
| <input type="checkbox"/> Campus Monitor | <input type="checkbox"/> Health Assistant |
| <input type="checkbox"/> Computer/Network Technician | <input type="checkbox"/> Office Assistant |

Continued on Next Page

Secretarial

Indicate specific position requesting a transfer to.

OTHER LOCATIONS

☐ **District Administration Office**

Indicate specific position requesting a transfer to.

☐ **Facilities (O&M)**

Indicate specific position requesting a transfer to.

☐ **Technology Center**

Indicate specific position requesting a transfer to.

Comments:

IMPORTANT INFORMATION CONCERNING CLASSIFIED TRANSFERS

- Transfer requests are only valid for the school year listed.
- Transfer requests must be received and processed by Human Resources before position is posted.
- Transfers will not be considered for the following:
 - Positions that are above your current range on salary schedule,
 - Positions that move an employee from part time to full time (6 hours/day is considered full time),
 - Positions that are temporary.
- Non-bargaining unit employees are not eligible to submit a transfer request.

Employee Signature

Date

For HR Office Use Only	
Date Received:	Comments:
Date Transferred:	
<input type="checkbox"/> Not Transferred	