

Involuntary Transfer Form

(To be used by Troy Education Association Members for the purpose of documenting an Involuntary Transfer)

School Year Affected by Transfer: _____

Name: _____

Building: _____

Current Assignment: _____

New Assignment: _____

Part I. A "Voluntary Transfer" is defined as:

_____ requested by the teacher on his or her own

_____ suggested by the administration (and is accepted by the teacher)

IF YOU CHECKED ONE OF THE ABOVE, DO NOT COMPLETE THIS FORM!

Part II. An "Involuntary Transfer" is one NOT requested by the teacher.

According to Article 15.10 of the collective bargaining agreement-check any and all appropriate categories: A transfer is defined as a change in:

_____ building

_____ grade level

_____ department

_____ course

_____ subject matter

Describe your transfer by indicating specific details as to why you consider this to be an Involuntary Transfer:

Before you, is there another less senior teacher within the department who could be transferred based on certification and qualifications? YES _____ NO _____

Before sending this form to the Association Vice-President, make a copy for your building principal, TEA building representative and retain a copy for your records.