



## Secretary Preferential Form Request for a Lateral Transfer

Name \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Please print legibly)

Signature \_\_\_\_\_ Current School \_\_\_\_\_

**You must print your name and sign this form.** List only schools desired, in order of preference, with your most preferred school as #1. You must use the correct school name. There will be no corrections made in the Human Resources Department. This form is valid for the current job classification only. Preferential form must be received in the Human Resources Office **before** a desired school becomes available on CMSD's job board. **WHEN A TRANSFER IS MADE FROM THIS REQUEST, THIS FORM WILL BE DISCARDED.**

**THIS FORM IS VALID  
FROM JULY 1<sup>st</sup>  
through JUNE 30<sup>th</sup> OF  
EACH SCHOOL YEAR.**

These columns are intended for H.R. use only.

| RANK | SCHOOL NAME | Contacted<br>Date | Interviewed<br>Date | Placed<br>Date | Declined<br>Date | General<br>Notes |
|------|-------------|-------------------|---------------------|----------------|------------------|------------------|
| 1.   |             |                   |                     |                |                  |                  |
| 2.   |             |                   |                     |                |                  |                  |
| 3.   |             |                   |                     |                |                  |                  |
| 4.   |             |                   |                     |                |                  |                  |
| 5.   |             |                   |                     |                |                  |                  |
| 6.   |             |                   |                     |                |                  |                  |
| 7.   |             |                   |                     |                |                  |                  |
| 8.   |             |                   |                     |                |                  |                  |
| 9.   |             |                   |                     |                |                  |                  |
| 10.  |             |                   |                     |                |                  |                  |