

To the Board of Trustees:

I am applying for a transfer from a public charter school in this district to the traditional public school in this district. I understand that the board of trustees may approve my application if all of the following are true.

1. I have been employed by this district on either an annual or a renewable contract for the school year prior to my employment at the public charter school.
2. I have completed this written application to the board of trustees and submitted it no later than April 1 for the following school year for a transfer to the traditional public school in this district.
3. I have included documentation with this application showing that my employment at the public charter school was continuous from school year to school year.
4. I verify that none of my actions at the charter school might lead to my dismissal under this district's policies.

I also understand the following:

1. If any of my actions at the charter school might, under this district's policies, warrant my dismissal, I may not be automatically approved for transfer. In such event, I will be afforded all the due process rights entitled to by law.
2. The board of trustees will notify me, in writing, no later than May 15 whether my transfer has been approved.
3. If I have been approved for transfer to the traditional public school system in this district, I will be given an opportunity to sign an employment contract with this district no later than May 15 for a renewable contract and no later than May 25 for an annual contract.
4. I will be assigned to a position within the district in accord with the needs of the district, as determined by the superintendent or designee.
5. If I have any questions about the application process, I may contact the superintendent of this district or his or her designee.

I have completed the information on the next page, and I am returning this application and all appropriate documentation to the board of trustees of this district for its review.

A. Applicant Information

Name: _____ Phone Number: _____

Address: _____

Email address: _____

B. Charter School Employment History

Charter school name: _____ Phone Number: _____

Charter school address: _____

Dates employed at charter school: _____

Position(s) at charter school: _____

Name and title of individual at charter school who can verify employment: _____

Have you been the subject of any disciplinary investigation or action while employed by the charter school? Yes . No . If yes, please explain on a separate piece of paper.

C. School District Employment History

Last school district employed by: _____

Last non-charter school in this district placed at: _____

Dates employed by this district: _____

Number of consecutive years employed by this district immediately prior to employment at the charter school: _____

Last position held in this district: _____

If your transfer is approved, what position(s) would you prefer to hold? _____

Note: Please attach documentation verifying your consecutive years of employment at the charter school, e.g., a letter from the administrator at the charter school.

Applicant's Signature

Date



LEGAL REFERENCE:

ADOPTED: March 17, 2021

AMENDED: