



# HR FORM: INSTRUCTIONAL TRANSFER ACKNOWLEDGEMENT

## Human Resource Services Department

Job Posting Number: \_\_\_\_\_

Effective School Year: \_\_\_\_\_ Effective Start Date: \_\_\_\_\_

Instructional Employee Name: \_\_\_\_\_ SS Last 4: \_\_\_\_\_

Previous Work Location: \_\_\_\_\_ Cost Center# \_\_\_\_\_

Previous Job Assignment (Grade/Subject) \_\_\_\_\_

NEW Work Location: \_\_\_\_\_ Cost Center# \_\_\_\_\_

NEW Job Assignment (Grade/Subject) \_\_\_\_\_

GMS Staffing Line & Unit Type: \_\_\_\_\_

Please select:  10-Month  11-Month  12-Month      Itinerant?  Yes  No

*\*Reminder: Promotional or Supplemented positions such as Curriculum Coordinator, Dean, etc. require an Instructional Appointment Request (IAR).*

**I confirm the above listed staffing line is available and I have offered this position to the above listed employee.**

Date: \_\_\_\_\_ (New) Principal Signature: \_\_\_\_\_

**I confirm I have accepted this new job assignment at the above listed new job location. I acknowledge my current principal/supervisor will be notified of my acceptance upon submission of this form.**

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

**Email Completed Form to [HRGENERAL@ECSDFL.US](mailto:HRGENERAL@ECSDFL.US)**