

HRS PROCESSING TRANSFER CHECKLIST

DATE:	
SCHOOL NAME:	
CANDIDATE NAME:	

#	ITEM(S)	CHECK (ONCE COMPLETED AND ATTACHED)
1	Recommendation Form <i>(all information completed)</i>	
2	Application (Teacher Match) <i>(Inventory Questions not required, just main application with basic information and work history)</i>	
3	Signed Application Agreement Form	
4	Telephone Reference Form(s) <i>(Current Supervisor Required)</i>	
5	Ethnicity Report	
**	The Following if Applicable:	Ex: TA/BD, Teacher...
	Teacher Assistant/Bus Driver Job Description <i>(Signed & Dated)</i>	
	OFFICIAL Transcripts <i>(Only needed if a new degree has been earned since original employment-TA to Teacher)</i>	
	Test Scores AND Teaching License <i>(Only needed if new licensure or changes in areas listed on teaching license)</i>	
	Program Director Signature <i>(if applicable)</i>	

Notes/Comments:

Completed by: _____

Date: _____