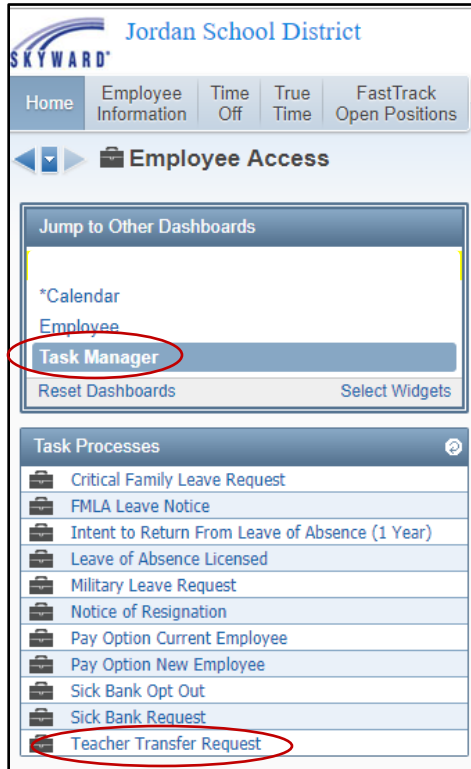
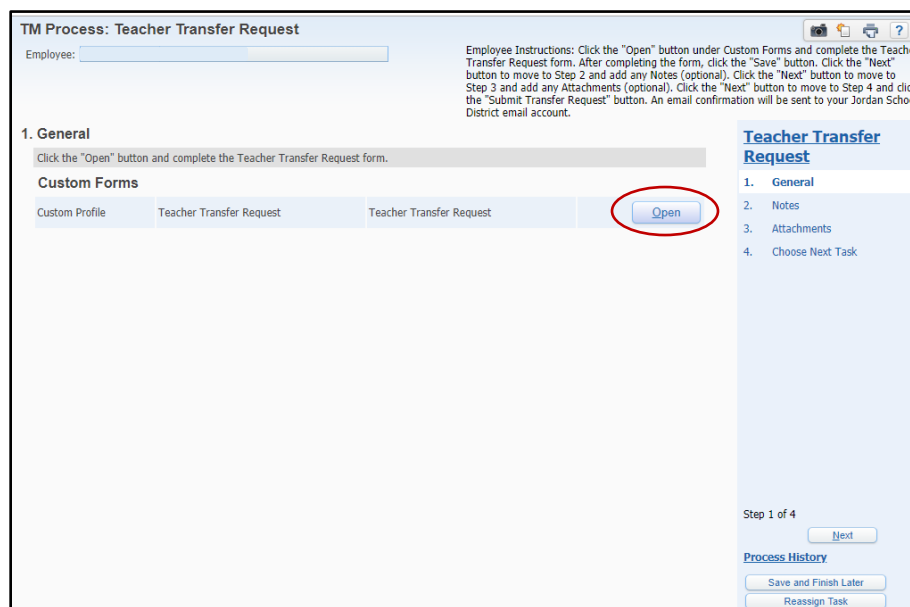


Entering a Teacher Transfer Request

Log in to your Employee Access (for help with your login or password contact the Information Systems Help Desk at 801-567-8737). In Jump to Other Dashboards, select Task Manager. In Task Processes, select Teacher Transfer Request.



Follow the instructions in the upper right hand side of the screen by clicking Open.



Fill out all information on the form. At least one school must be selected for transfer, or up to six may be entered. When complete, click Save.

Teacher Transfer Request

Name: _____ Employee Type: Certified Cont Building Code: 414

* Date Submitted: _____

* School 1: _____ * Position 1: _____ Relative Name 1: _____
School 2: _____ * Position 2: _____ Relative Name 2: _____
School 3: _____ * Position 3: _____ Relative Name 3: _____
School 4: _____ * Position 4: _____ Relative Name 4: _____
School 5: _____ * Position 5: _____ Relative Name 5: _____
School 6: _____ * Position 6: _____ Relative Name 6: _____

Employee's Primary Phone: _____ Additional Phone 1: () - _____ Additional Phone 2: () - _____
Employee's Email: _____ * Status: _____

* Current School: _____ * Total Years Experience: 0.00
* Current Subject/Grade: _____ * Total Years Jordan: 0.00
* College Major: _____ * Total Years School: 0.00
College Minor: _____ * Special Ed License: _____
* Endorsements on License: _____ * Preferred Subject/Grade: _____
* Reason for Request: _____

Maximum characters: 132, Remaining characters: 132
What extra-curricular assignment(s) would you be capable and willing to accept?
Extra-curricular Assgmt: _____
Maximum characters: 132, Remaining characters: 132

Email a resume to the principal of the school you are interested in transferring to. If you have questions, please call 801-567-8221 (elementary) or 801-567-8227 (secondary).

Asterisk (*) denotes a required field

Click Next at the lower right side of the form. Click Add to enter an optional note. Click Next. Step 3 allows an attachment to be added, however, the principal at the school will **not** see the attachment. Resumes must be emailed separately to the school principal. Click Next to advance to Step 4.

TM Process: Teacher Transfer Request

Employee: _____

Employee Instructions: Click the "Open" button under Custom Forms and complete the Teacher Transfer Request form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes (optional). Click the "Next" button to move to Step 3 and add any Attachments (optional). Click the "Next" button to move to Step 4 and click the "Submit Transfer Request" button. An email confirmation will be sent to your Jordan School District email account.

2. Notes

There are no records to display; check your filter settings.

Buttons: Add, View, Delete

Teacher Transfer Request

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 2 of 4

Buttons: Previous, Next (circled), Save and Finish Later, Reassign Task

To complete the Teacher Transfer Request task, click the Submit Transfer Request button.

TM Process: Teacher Transfer Request

Employee:

Employee Instructions: Click the "Open" button under Custom Forms and complete the Teacher Transfer Request form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes (optional). Click the "Next" button to move to Step 3 and add any Attachments (optional). Click the "Next" button to move to Step 4 and click the "Submit Transfer Request" button. An email confirmation will be sent to your Jordan School District email account.

4. Choose Next Task

Select the Next Task

Select the ~~button below~~ to create the Next Task:

Teacher Transfer Request

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 4 of 4

Process History