

Canyons School District  
**OBLIGATORY TRANSFER FORM**  
**SECONDARY SCHOOL LICENSED EMPLOYEES**

Total Years of  
District Experience

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Assignment: \_\_\_\_\_ Full time  Part time

License Area(s): \_\_\_\_\_ Endorsements: \_\_\_\_\_

**\*Obligatory Transfer teachers will be placed in positions for which they are qualified.**

**Subject Area Preference:**

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

**School Preference:** Requesting an elementary school? Complete an elementary OT form.

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

**Extra-Curricular Experience (in order of preference):**

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

**Are you willing to accept an extra-curricular assignment?** Yes  No

Expertise and willingness to participate in an extra-curricular assignment may be factors in the selection of transfer teachers.

**\*TEACHERS, PLEASE NOTE**

- ❖ Obligatory Transfer is used to provide a teaching position in the District when FTE is lost. The Online Licensed Transfer Request is the procedure that provides educators the opportunity of applying for advertised positions.
- ❖ If Obligatory Transfer educators decline a position offer, they will not be guaranteed a position in Canyons School District.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

**Submit Form to Kim Baker in HR by March 11<sup>th</sup> at 12:00pm**