

TEACHER INVOLUNTARY TRANSFERS

Per Article 21, Section 24: If teacher moves are mandated because of Health/Life Safety provisions of the Illinois School Code or if a teacher is involuntarily transferred, the certified staff will receive the total amount of \$100 for packing and unpacking outside of the school day.

Directions: This form must be completed by the teacher and his/her current administrator. Please submit the completed form to LCC - Human Resources.

Name of Teacher: _____
(Print or Type)

Teacher's **Current** Building & Room Location:

Administrator Initiating Transfer: _____

Reason for Transfer: _____

Teacher's **Future** Building & Room Location: _____

The signatures below verify that the move is complete.

Teacher

Date

Current Administrator

Date

Future Administrator

Date

Assistant Superintendent for Human Resources

Date