

**JORDAN SCHOOL DISTRICT
ASSISTANT CUSTODIAN TRANSFER REQUEST**

Name: _____

Home Address: _____
(Street)

_____ (City) _____ (State) _____ (Zip)

Home Phone: (____) _____ Work Phone: (____) _____

Hire Date with JSD: _____ Years in Current Position: _____

Current Position: _____ Lane: ____ School/Dept: _____

Location & position for which you are transferring: _____

Reason for requesting a transfer: _____

Employee Signature: _____ Date: _____

Current Head Custodian Signature: _____ Date: _____

Current Principal Signature: _____ Date: _____

New Head Custodian Signature: _____ Date: _____

New Principal Signature: _____ Date: _____

Custodial Director Signature: _____ Date: _____

Request will not be accepted without the appropriate signatures.

NOTE: A transfer request may only be submitted when transferring between building as an Assistant Custodian. Any other transfer will require applying for the new position.

Transferring to an Assistant Custodial position from a higher lane/paid custodial position will require your acknowledging, in writing that your pay will be decreased.