

DATE: \_\_\_\_\_

CONTINGENCY TRANSFER REQUEST FORM PF-61  
VIGO COUNTY SCHOOL CORPORATION

**FOR VACANCIES OCCURRING DURING THE NON-POSTING PERIOD - JULY 19, 2022, THROUGH AUGUST 29, 2022. THIS FORM MUST BE FILED WITH HUMAN RESOURCES OFFICE BY JULY 12, 2022. PLEASE NOTE THAT CONTRACTUAL TRANSFER PROCEDURES HAVE CHANGED AND THAT VACANCIES WILL NO LONGER BE GOVERNED BY SENIORITY.**

NAME \_\_\_\_\_

VACANCY POSITION \_\_\_\_\_ BUILDING \_\_\_\_\_

\_\_\_\_\_  
Grade Level/Subject Area

List areas and/or subjects you **are certified** to teach:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Above certification should be on file in the **HUMAN RESOURCES OFFICE**.

If this transfer is approved, I will retain the following Extra Duty Extra Pay assignment and relinquish all others:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Street

City

State

Zip

TELEPHONE \_\_\_\_\_

PRESENT POSITION \_\_\_\_\_

SCHOOL

GRADE/SUBJECT

**COMPLETE AND FORWARD TO THE HUMAN RESOURCES OFFICE**

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FOR ADMINISTRATIVE USE ONLY: Please indicate the disposition of this request and return this form to the Human Resources Office.

This Transfer is: Accepted \_\_\_\_\_ Denied \_\_\_\_\_

If denied, please specify reason: Seniority \_\_\_\_\_ Other \_\_\_\_\_

If other, please provide a contract rationale on the reverse side of this form.

Date \_\_\_\_\_

\_\_\_\_\_  
Principal/Supervisor's Signature