

**TEACHING PERSONNEL**

**Administrative Procedure: 4115.4**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,  
(Teacher)

This is to inform you that the following criteria have been used in considering your request for transfer:

**INFORMATION SCREENED FOR  
CONSIDERATION OF APPLICANT**

**INFORMATION SCREENED WHERE  
APPLICANT DID NOT QUALIFY**

\_\_\_\_\_ Personnel Folder

\_\_\_\_\_ Personnel Folder

\_\_\_\_\_ Resume

\_\_\_\_\_ Resume

\_\_\_\_\_ Communication with past  
and present supervisors

\_\_\_\_\_ Communication with past  
and present supervisors

\_\_\_\_\_ Communication with past  
and present peers

\_\_\_\_\_ Communication with past  
and present peers

\_\_\_\_\_ Specific qualifications  
on job posting

\_\_\_\_\_ Specific qualifications  
on job posting

\_\_\_\_\_ Other

\_\_\_\_\_ Other

\_\_\_\_\_ You will be contacted to arrange an interview.

\_\_\_\_\_ Please call if you would like the specific reason(s) for not receiving an interview.

Thank you,

\_\_\_\_\_  
Principal  
Phone No. \_\_\_\_\_

OR

\_\_\_\_\_  
Designee  
Phone No. \_\_\_\_\_

Approved by Superintendent, Robert D. Tschirki, December 10, 1990