

**Transfer of Employees**

Employee accounts must be transferred when an employee transfers from one school site to another. The administrator shall make the request using the form below.

All users must also have a student data confidentiality form on file.

Please scan and send to [sis@bhm.k12.al.us](mailto:sis@bhm.k12.al.us)

**First Name: Last Name:**

**BCS Email Address: Employee Number:**

**Previous Position: Previous Location:**

**Check the permissions that you are requesting to be assigned to the staff member listed above.**

Teacher

School Clerical Staff

ESL Teacher

SPED Teacher

GIFTED Teacher

PE Teacher

Athletic Director

Nurse  
Counselor

Data View

Principal

Assistant Principal

Database Manager

Technology Coordinator

RTI/PBIS Coordinator

504 Coordinator

Central Office

Special Programs

Other (Specify):

**Supervisor Signature: Date:**

**Department/School:**

**SIS Use Only**

**Approved: Date:**

**Denied: Date:**

**Entered: Date:**