

## Teacher Transfer Form Hartt Community Division

This form must be filled out, and all procedures followed, in order to complete a transfer to a new teacher. This is to protect and foster good relations between the teachers of our school and between parents/adult students and their teachers. Thank you for your compliance.

### Procedure:

1. Speak with the Department Chairperson/Director regarding the reasons for your request of a new teacher. (Pick up transfer form)
2. Have a discussion with your teacher with an attempt to find a resolution. The current teacher must sign this form in the space provided indicating that you have had a discussion. This signed form goes to the Department Chairperson/Director if a resolution cannot be made.
3. Request a new teacher with a recommendation from your previous teacher and/or the Department Chair/Director. Request the assistance of either the Department Chair or the office to complete the teacher transfer. Have the form signed by the new teacher.
4. Return the form to the office, completed, and update any registration information.

I. Name of Student: \_\_\_\_\_ Instrument: \_\_\_\_\_

II. Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(I have spoken with the parent/adult student and confirm that a transfer will take place.)

Number of Lessons given this semester: \_\_\_\_\_

Length of Lessons: 30 minutes      45 minutes      60 minutes

II. Department Chairperson:

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

Signature \_\_\_\_\_

(I have spoken with the parent/adult student and agree that a transfer discussion should proceed.)

III. Recommended New Teacher:

1<sup>st</sup> Recommendation: \_\_\_\_\_ 2<sup>nd</sup> Recommendation: \_\_\_\_\_

IV. Completed Transfer:

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(I understand that a conversation has happened between the previous teacher and parent/adult student. I have accepted this student into my studio.)

Number of lessons to be given this semester: \_\_\_\_\_

Length of lessons (circle one): 30 minutes      45 minutes      60 minutes