

CAREERTECH PRIORITY TRANSFER REQUEST

To: _____

Date: _____

From: _____

CareerTech Representative

Please prepare a transfer packet for the following offender:

Name of Inmate

ODOC Number

Transfer To: _____

From: _____

Purpose of Transfer:

CareerTech Enrollment _____

Projected Start Date _____

CareerTech Work Release _____

Program Graduation Date _____

CareerTech Work-Site Learning _____

Process

Process Documentation

	Date	Initials
CareerTech representative routes "CareerTech Priority Transfer Request" to unit team member	_____	_____
Transfer packet is prepared	_____	_____
Transfer packet is routed to:		
____ Unit Manager	_____	_____
____ Case Manager IV	_____	_____
____ Facility Head/designee	_____	_____
Transfer packet is mailed to Population Office	_____	_____
Transfer packet is faxed to Population Office	_____	_____
CareerTech representative receives "CareerTech Priority Transfer Request"	_____	_____
Inmate is transferred	_____	_____

Did the inmate arrive on time? ____ Yes ____ No