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 ______

<table>
<thead>
<tr>
<th>Process</th>
<th>Process Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Initials</td>
</tr>
</tbody>
</table>

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

DOC 090133B (R 08/21)