

Board of Education Policy 7.3500
Administrative Procedure

Transfer Request Procedure

Procedure:

1. Employee submits transfer request form (P-4) to the Personnel Office. Employee should notify principal/supervisor of request.
2. Vacancies are identified system-wide.
3. Principals/Supervisors who have vacancies are notified of transfer requests.
4. Principals/Supervisors are encouraged to interview individuals requesting a transfer – all transfer requests MUST be given consideration for the vacant position.
5. Principals/Supervisors contact the current site principal/supervisor concerning the performance of the individual requesting a transfer.
6. Principal/Supervisor will make a decision regarding a recommendation to approve or not to approve the transfer request.

If the Principal/Supervisor chooses to recommend the approval of a transfer request:
Submit to the personnel office a statement to this effect on the school's stationary. The recommendation to approve the transfer must be reviewed and endorsed by the Personnel Office PRIOR to the transfer being granted.

If the Principal/Supervisor chooses to NOT recommend the approval of a transfer: No action is necessary.

NOTE: Administrative reassignments and/or administrative transfers may be made by the Administration if it is deemed appropriate and/or necessary to meet the needs of the school system.

Superintendent

Date