



PETERSBURG CITY PUBLIC SCHOOLS
EMPLOYEE TRANSFER REQUEST FORM

Name of Employee _____

Home telephone Number (____) _____ Cell Phone Number (____) _____

Present Location _____

Present Assignment _____

Desired Location _____

Desired Assignment _____

Reason For Request _____

(Examples: shorter drive, desire Middle School, desire to work with Exceptional Children)

Signature

Date

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- A full time employee may request a transfer to another location or teaching/work assignment by completing an "Employee Transfer Form." The transfer request process is to be used for lateral (same or equal level position) moves, and is not the appropriate method for seeking promotions. When a transfer request is made, the immediate Principal/Supervisor should be informed first. For licensed staff, the transfer must be in an area in which there is an existing license.
 - The law provides that the Superintendent may assign and reassign personnel as needed. Transfers are accomplished to accommodate the best interest of the school district and the individual wherever possible.
 - An employee seeking a transfer or assignment to another work location for the next school year must make a request in writing to the Superintendent or designee, with copies to the current supervisor, in the months of March and April. An employee must make the request no later than April.
 - Transfer Request letters and/or forms are forwarded to the Human Resources Department via email.

Principal/Supervisor

Date

HR Approval

Effective Date of Transfer