

Cherokee County School District

Application for Transfer

Please complete and submit this application if you would like to be considered for a transfer for the upcoming school year.

Employee Name:	
Current Location & Assignment:	

I am requesting a transfer and would like to be considered for the following position(s):

First Choice:	
Second Choice:	
Third Choice:	

I am requesting a transfer for the upcoming school year for the following reasons:

Employee Signature

Date

Supervisor/Principal Signature

Date

After completion, one copy should be submitted to your immediate supervisor /principal and one copy to the Office of Human Resources.

Policy CODE GCK ISSUED 4/17 Professional Staff Assignments and Transfers

The transfer of a teacher from one school to another may be initiated by the teacher, by the principal of the school or by the superintendent. In the case of transfers initiated by the teacher and with all other considerations regarding assignment being equal, the administration will grant employee preferences for transfer in order of seniority in the district subject to the approval of the principals involved.

The superintendent will not approve the appointment of any applicant or transfer of any employee who is a member of the immediate family of the principal or assistant principal of the school concerned. The immediate family includes husband, wife, father, mother, son, daughter, brother, sister, grandfather, grandmother, in-laws of the same degree or a resident of the same household.

Furthermore, the superintendent will not approve the appointment of any applicant or transfer of any employee to the school where a spouse is currently assigned.