

SAVANNAH R3 EMPLOYEE TRANSFER REQUEST FORM

- Transfer requests will be considered and must be received by the 1st Friday in March of the preceding school year for which the transfer is desired
- Requests for transfer to vacancies which occur after March 1, must be made within the 10 day posting period for which the vacancy first occurs
- You are encouraged to discuss this request with your principal/supervisor
- The request for transfer may be shared with your principal/supervisor after it's submission.
- Proper qualifications, including certification, for the requested transfer are necessary.
- Send the sign, completed form to the Assistant Superintendent of Schools.
- You will be contacted only if an interview is required

Employee Information:

Name _____ Social Security Number ____ - ____ - ____

Home Address _____

Home Phone Number _____ Cell Phone Number _____

Current Assignment (building, subject, grade level) _____

Certification (subject, grade level) _____

Professional training and experience _____

Transfer Request Information:

Reason for request _____

Specific assignment requested:

First Choice:

Building _____

Subject, grade level, position _____

Second Choice:

Building _____

Subject, grade level, position _____

Employee Signature _____ Date _____

For Central Office Use Only

Denied ____ Approved ____ Campus _____ Subject/Grade level _____

Receiving Administrator/ Principal signature _____ Date _____

Assistant Superintendent Signature _____ Date _____