

**VANCE COUNTY SCHOOLS
REQUEST TO TRANSFER**

Staff members may request a change of assignment to one or more specified school and/or may file a general request for assignment to any school which may have a suitable vacancy. The regular period for considering requests will be April 1st through June 1st. Further consideration may be given after June 1st provided the person making the request has secured a written statement from his/her principal or immediate supervisor agreeing to a release after the specified time mention above. The statement must be attached to this form.

Date: _____

Employee Name: _____

Current Location: _____ Position: _____

Possible Transfer Request (s):

1) Location: _____ Position: _____

2) Location: _____ Position: _____

3) Location: _____ Position: _____

Certification area(s): _____

Reason for request (Please be specific): _____

Current Administrator's Signature

Date

Superintendent (If Needed)

Date

For Personnel Use Only

Executive Director Personnel Management

Date