

TRANSFER REQUEST FORM FOR CERTIFIED PERSONNEL

MARION COUNTY BOARD OF EDUCATION
Hamilton, Alabama

Note: This form must be completed and submitted to the employee's immediate supervisor/principal for a signature and then to the Superintendent or designee. The form may be submitted anytime, January through August.

I am an employee in accordance with The Code of Alabama and wish to be considered for a transfer from

_____ (School/Work Site)

as a _____ (Position)

to _____ (School/Work Site; List One Only)

as _____ (Position).

I request this transfer for the following reason(s):

Employee's Signature Supervisor's/Principal's Signature

Date Date

Note: To be completed by Superintendent or Designee

Action Taken:

- () Approved for Interview
- () Interview Scheduled; Date of Interview: _____
- () Interview Scheduled; Date of Interview: _____
- () Interview Scheduled; Date of Interview: _____
- () Approved For Transfer

Superintendent or designee

Date

NOTE: This request is valid from January through August and will be discarded on the last day of August! Those employees interested in an internal transfer during the next school year should complete another Transfer Request Form and submit it anytime, January through August.