



SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
BARTOW, FLORIDA 33831

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

(863) 534-0781 • FAX (863) 534-0737

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KATHRYN M. LEROY
Superintendent

October 27, 2014

HRS #15-004

Contacts:

Annissa B. Wilfalk, Director,
Recruitment & Educator Quality
519-8036/56651

Lois Schuck, Senior
Coordinator/Certification/NCLB
534-0743/51542

MEMORANDUM

TO: Superintendent, Associate Superintendents, Regional Assistant Superintendents, Principals, Assistant Principals, and Principals' Secretaries

FROM: Brian Warren, Senior Director, Human Resource Services

CC: Human Resource Services, Payroll Department, Staffing Department

SUBJECT: **Transfer Request-Paraeducator, Educational Support Personnel-ESP**

Paraeducator, Educational Support Personnel-ESP Employees seeking to transfer to another school for the 2014-2015 school year will need to complete a *Transfer Request Form* in order to express interest in posted vacancies (Para CBA 10; ESP CBA 9.1).

The Transfer Request Forms are now posted on the **Intranet**:

- The employee must complete the appropriate Transfer Request Form posted on the [Intranet](#) (*ex. Appendix B PARA Transfer Final, or Appendix E ESP Transfer Final*).
 - The requester will save the file on his/her desktop using the following file name: "*Last name.First name.SAP number.Transfer Form*", complete the form, and save the form again.
 - The requester will then create and send an email to the *Transfers Outlook Inbox* (transfers@polk-fl.net) and attach the Transfer Request Form by clicking the paperclip icon marked "Attach File", and selecting the Transfer Request Form s/he has saved on the desktop.
 - The requester will then send the email from their Polk County School Board email account, and upon delivery a receipt will be generated to the sender.
- Transfer Request Forms will be reviewed within **72 business hours** following the receipt of the completed, electronically signed form via email. The requester will receive an email with eligibility status information.
- The requester of the transfer will then forward the email received to the hiring Principal or Administrator (for the vacancy of interest) **AND** to their current Principal or Administrator.

A transfer will not be considered unless an advertised vacancy is listed and the employee is fully qualified for such vacancy. *Placement on the transfer list does not guarantee a transfer; it merely extends notification to a site administrator of interest in an advertised vacancy.* The hiring administrator will only nominate and select a **fully qualified** candidate based on site needs. (Additional transfer requests will require a new form to be completed and submitted electronically.)

We appreciate your cooperation in this matter.

*Polk County Schools -
an equal opportunity
institution for education
and employment*

The Mission of Polk County Public Schools is to provide a high quality education for all students