

## School Board of Polk County

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Administration KATHRYN M. LCROY Superintendent October 27, 2014

HRS #15-004

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Recruitment & Educator Quality
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Coordinator/Certification/NCLB
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## **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**:

- 1. The employee must complete the appropriate Transfer Request Form posted on the <u>Intranet</u> (ex. Appendix B PARA Transfer Final, or Appendix E ESP Transfer Final).
  - a. 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.
  - b. 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.
  - c. 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.
- 2. 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.
- 3. The requester of the transfer will then forward the email received to the hiring Principal or Administrator (for the vacancy of interest) <u>AND</u> to their current Principal or Administrator.

A transfer will not be considered unless an <u>advertised vacancy</u> 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.