



SCHOOL BOARD OF POLK COUNTY

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September 18, 2014

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HRS #15-004

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Recruitment & Educator Quality
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Lois Schuck, Senior
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- Teacher** Continuing Contract (CC), Professional Service Contract (PSC), Annual Contract (AC) and Probationary Contract (OY)

Teachers seeking to transfer to another school for the 2014-2015 school year will need to complete a Transfer Request as defined in the Teacher Transfer Request Documentation to express interest in posted vacancies (Teacher CBA 17.4).

NOTE:

A transfer will not be considered unless an Instructional 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.

- Transfer Request instructions are posted on the [Employment Webpage](#) and [Intranet](#) (*Human Resource Services>Transfers>ARS Teacher Transfer Manual*).

We appreciate your cooperation in this matter.