



VOLUNTARY REQUEST

INVOLUNTARY REQUEST

Kannapolis City Schools

EMPLOYEE TRANSFER REQUEST FORM

Name of Employee _____ Home Phone _____

Present Location _____
School

Present Assignment _____
Grade / Subject / Other Classification

Desired Location _____
School/s

Desired Assignment _____
Grade/s, Subject/s, Other Classification/s

For Certified Employees, Please Show Specific Level/s and Area/s of Certification:

Example: G in K-12 Reading, A in 6-9 Language Arts, A in 9-12 Biology, etc.

Reason for Request _____
Example: Shorter Drive, Desire Middle School, Desire to Work With Exceptional Children, etc.

Date Signed _____ Signature _____



ADMINISTRATIVE PROCEDURES FOR TRANSFERS

Permanent, full-time or part-time employees may request that they be considered for a transfer to another location or teaching or work assignment by calling the Human Resources Office and filling out a transfer request form. The transfer process is to be used for lateral moves, not promotions. Requests for additional work or for positions that have a higher classification (and salary) are considered promotions. **Before a request is made, your immediate supervisor shall be informed.** All applicants for transfer should provide an up-to-date resume or up-to-date application form; this resume or application may be attached to the transfer request form or sent to the Human Resources Office within one week after filing the transfer request.

It should be noted that transfers are not granted automatically when there is a request and a corresponding vacancy. All requests for transfer by instructional personnel are due in the Human Resources office by **June 15**. In addition, no transfers of instructional personnel for the upcoming school year will be made after June 15 (1) unless the releasing principal has a replacement available that is acceptable to him or her or (2) unless the transfer is initiated in the Central Office. In general, the principal who has the vacancy is required to seriously consider the person requesting a transfer along with other applicants, and then recommend to the human resources administrator the person he/she feels best suits the vacancy. On the other hand, the fact that an employee requests a transfer does not necessarily mean that the employee will be transferred automatically without having an opportunity to learn about and discuss the specific vacancy, and possibly withdraw his/her name from consideration. However, the law does provide that superintendents may assign and reassign personnel as needed; furthermore, the Kannapolis City School system has not arbitrarily reassigned personnel without good reason. In the past, many transfers have been accomplished to accommodate the convenience and desire of all. We want to continue this trend and do an even better job in the future.