

TRANSFER REQUEST FORM

Mr. Gary Anderson, Assistant Superintendent  
Calcasieu Parish School Board  
P O Box 800  
Lake Charles, LA 70602-0800

Dear Mr. Anderson:

This document shall serve as my request to be considered for transfer from my present position as \_\_\_\_\_ teacher in \_\_\_\_\_ to one  
Grade or Subject Name of School

of the positions noted herein:

First Preference: \_\_\_\_\_  
Grade, Subject Name of School

Second Preference: \_\_\_\_\_  
Grade, Subject Name of School

Third Preference: \_\_\_\_\_  
Grade, Subject Name of School

**I understand that this document shall be used to consider my request for the ensuing session only, and further, I understand that the last day to apply for this transfer is June 30<sup>th</sup>.**

Yours truly,

\_\_\_\_\_  
Signature of Teacher Date Form Completed

HOW LONG HAVE YOU BEEN AT YOUR PRESENT LOCATION? \_\_\_\_\_

PLEASE PRINT:

\_\_\_\_\_  
Teacher's Name Social Security # Teacher's Current Assignment

\_\_\_\_\_  
Teacher's Home Address w/ City, State Zip Teacher's Current School

\_\_\_\_\_  
Teacher's Home Telephone School Address

\_\_\_\_\_  
Alternate Home Telephone School Telephone

## V.II TRANSFER OF PERSONNEL

### V.II.A NEED OF DISTRICT TRANSFERS

Since the needs of the district vary dependent upon levels and sources of revenue, organizational patterns of schools and departments, student enrollment, requirements of governing agencies, and staffing patterns, then it will be necessary to transfer some personnel within job classification on an annual basis. When such a situation develops, the Personnel Department will transfer those employees who have earned regular and permanent status considering the following listed criteria: a) available positions; b) certification of employees; c) seniority of employees; d) expressed desires of employees; and e) recommendations of current and receiving administrators.

### V.II.B REQUESTED TRANSFERS

Any employee in the district may submit a request to be transferred from one assignment to another assignment in the district.

1. Procedure for requesting transfer:
  - a) The request for transfer form shall be available in the Personnel Department and in the Office of each Principal
  - b) The employee requesting transfer shall complete a Transfer Request Form.
  - c) The request for transfer shall be filed with the Assistant Superintendent of Personnel beginning with the fifth (5<sup>th</sup>) six-weeks period of the session, and the request shall be considered only for the ensuing session.
2. **To be eligible to receive consideration for a requested transfer the individual *must have completed three (3) years in the position prior to beginning the new assignment, and the individual must be rated satisfactory on the district's evaluation plan.***
3. The appropriate Administrative Directors will approve a list of potential transferees from schools under his/her supervision as compiled by the Assistant Superintendent of Personnel.
4. After the Administrative Director has approved a list of potential transferees from/to schools in his/her jurisdiction, the Personnel Department will consider these persons for placement in appropriate and available positions.
5. The principal of the receiving school must approve the request for transfer prior to the individual being assigned as a transferee.
6. Ultimately, the request for transfer will be granted when approved by the Administrative Director, Assistant Superintendent of Personnel, and the receiving Principal.
7. Employees must be transferred to certified assignments when the position requires certification.

8. When feasible, seniority will be used to govern requested transfers with preference given in order as noted below:
  - a) Employees with the greatest number of years of continuous service in Calcasieu Parish Schools;
  - b) Employees who travel the greatest distance from home when seniority is equal.
9. Requested transfers for the ensuing session must be turned in by June 30<sup>th</sup>.
10. If an employee's request for transfer has been denied, then the employee may request a written explanation of the reason(s) for the denial. The procedure noted below will govern this process:
  - a) The employee shall submit a written request for an explanation of the denial to the Assistant Superintendent of Personnel;
  - b) The employee's request will be sent to the appropriate administrator responsible for denying the transfer;
  - c) The administrator denying the transfer shall provide the Assistant Superintendent of Personnel with a written explanation of the reason(s) for the denial; and,
  - d) The Assistant Superintendent of Personnel shall forward a copy of the administrator's reason(s) for the denial to the employee.

NOTE: School, Principal, and Administrative Director will be replaced by Department and Department Head for Non-School Personnel.