

Transfer Request Form for Certified Personnel
Athens City Board of Education

NOTE: This form shall be completed and submitted to the employee's immediate supervisor/principal and Superintendent.

I am a tenured employee and wish to be considered for a transfer from

_____ as _____
School/Work Site Position

to _____ as _____.
School/Work Site Position

I request this transfer for the following reason(s):

Signature

Date

Action Taken: Approved Disapproved

Retain in Transfer File

Signature

Date

NOTE: This request is valid for one calendar year only.