

Transfer Request Form for Non-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 an 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.**