

TRANSFER REQUEST FORM

Return completed request to:

**Personnel Department
Calcasieu Parish School Board
3310 Broad Street
Lake Charles, LA 70615**

This document shall serve as my request to be considered for transfer from my present position as a

_____ teacher at _____ to one of the positions noted herein:
(Grade/Subject) (School Name)

Preference #	Grade/Subject	School Name	Level and Area of Certification
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

A teacher transferred to a school or position must be certified and qualified for the position to which transferred.

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 30th.

Employee Signature

Date Form completed

PLEASE PRINT:

Name Employee ID

Home Address City State Zip

Telephone # Email address

TRANSFER OF PERSONNEL

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.

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 on the Personnel Department website under the Employee Forms tab.
 - b) The employee requesting transfer shall complete a Transfer Request Form and submit the completed form to the Personnel Department no later than June 30. The request shall be considered only for the ensuing session.
2. The Personnel Department will consider placement of potential transferees in appropriate and available positions.
3. The principal of the receiving school must approve the request for transfer prior to the individual being assigned as a transferee.
4. Ultimately, the request for transfer will be granted when approved by the Superintendent, Chief Operating Officer, and the receiving Principal.
5. Employees must be transferred to certified assignments when the position requires certification.
6. 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.
7. Requested transfers for the ensuing session must be received by the Personnel Department no later than June 30.
8. 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 Chief Operating Officer;
 - 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 Chief Operating Officer with a written explanation of the reason(s) for the denial; and,
 - d) The Chief Operating Officer 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.