



# Kannapolis City Schools

100 DENVER STREET  
KANNAPOLIS, NC 28083

## EMPLOYEE TRANSFER REQUEST

Full Name of Employee \_\_\_\_\_

Best Contact Phone Number (\_\_\_\_)\_\_\_\_\_

Present Location & Assignment\_\_\_\_\_

Desired Location & Assignment\_\_\_\_\_

Desired Date Of Transfer\_\_\_\_\_

Reason for Request\_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

- Permanent, full-time or part-time employees may request a transfer to another school or work site by completing an "Employee Transfer Request Form." The transfer request process is to be used for lateral moves, and is not the appropriate method for seeking promotions. When a transfer request is made, the current principal/supervisor should be informed first. For licensed staff, the transfer must be in an area in which there is an existing license or qualification for provisional licensure.
- The intent of the Human Resources Department is to place staff members where they can be most productive and successful; however, transfers are not granted automatically. The request is kept on file and principals/supervisors will consider the person requesting a transfer, along with other applicants, before submitting a recommendation for Board approval. Legally, the Superintendent may assign and reassign personnel as needed. Transfer requests are provided to accommodate the best interests of the individual and the district whenever possible. Requests are accepted at any time during the year and kept for that school year only. **The intent of the district is that all instructional transfers should be completed 30 days prior to the first day of school for students. Requests made within 30 days of the first day of school for students and requests made to transfer during a school year, are less likely to be approved.**
- The following factors will be considered by HR and/or the Superintendent in the approval of employee transfers: 1) the timing of the transfer request and subsequent vacancy; 2) the historical difficulty of filling a similar vacancy (of the employee transferring); 3) the employee's (requesting the transfer) service time at their current school and/or their service time in KCS; 4) the employee's performance evaluations; and 5) the overall impact on students and the school (e.g., turnover data, school performance data, and other data could be considered).

Date current principal/supervisor was notified of intent: \_\_\_\_\_ Signature: \_\_\_\_\_

Date current principal/supervisor submitted the form to HR: \_\_\_\_\_ Signature: \_\_\_\_\_

Date HR received the form: \_\_\_\_\_ Signature: \_\_\_\_\_

HR final approval of transfer: Yes \_\_\_\_\_ No \_\_\_\_\_

Vacancy to be filled & start date: \_\_\_\_\_