PROCEDURES FOR EMPLOYEES TO REQUEST A VOLUNTARY TRANSFER TO ANOTHER SCHOOL FOR THE 2025-2026 SCHOOL YEAR

February 15th – April 1st: Any teacher wishing to voluntarily transfer must complete an APSB Transfer form, which includes notifying your current principal of your desire to transfer. Any employee that has completed this process would be free to accept a position offered at any other school. **Note:** The Transfer form MUST be complete including your principal's signature.

Where an opening or position becomes available after **April 1st**, any teacher [even a teacher who has not previously filed an APSB *Request for Transfer Form]* shall be permitted to request a transfer for that opening/position. Teachers submitting the APSB *Request for Transfer Form* after **April 1st** and before or on **June 30th** must have both school principals provide written permission for the transfer.

After **June 30th**, a teacher must secure written permission from both principals in order to transfer. The teacher must also have superintendent approval and may be required to remain in his/her current position until a certified and qualified replacement teacher is found.

A teacher transferred to a school or position must be certified and qualified for the position to which transferred. Should a person request reassignment to a lesser position, such personnel, upon reassignment, shall be placed in the salary schedule at the level of the new position.

Note: All transfer requests are subject to the approval of the Superintendent. Employees who accept a transfer (whether verbal or written) to another location may be required to honor that commitment.

A teacher on Intensive Assistance is not eligible for transfer. Temporary hires (One Year Only, One Semester Only) are not eligible for transfer.

Please send your completed forms to human.resources@apsb.org.

ASCENSION PARISH SCHOOL SYSTEM
2025-2026 REQUEST FOR TEACHER TRANSFER

Transfer request for next school year must be submitted to the Human Resources Department at human.resources@apsb.org no later than April 1st and must be signed by your current principal. **Regularly hired teachers are eligible for transfers. One-semester-only and/or one-year-only hires do not qualify for a transfer. All teachers are eligible for voluntary transfers after they have been in their current position and location for two years.**

NAME:_____

EMPLOYEE #:_____PHONE #:_____

POSITION:_____

SCHOOL/SITE:_____

YEARS IN CURRENT POSITION:_____YEARS WITH ASCENSION PARISH SCHOOL BOARD: _____

AREA(S) OF CERTIFICATION:_____

A COPY OF YOUR CURRENT TEACHING CERTIFICATE MUST BE ATTACHED.

SUBJECT(S) CURRENTLY TEACHING:_____

PREFERRED SUBJECT(S):_____

I AGREE TO SPONSOR EXTRACURRICULAR ACTIVIIES (CLUBS, ORGANIZATIONS, COACH): _____YES _____NO

IF YES, PLEASE SPECIFY:_____

REASON FOR TRANSFER REQUEST:_____

COMMENTS:_____

_____ _____ _____

EMPLOYEE'S SIGNATURE PRINICIPAL'S SIGNATURE DATE