



ST. TAMMANY PARISH SCHOOL BOARD
321 N. THEARD STREET
COVINGTON, LOUISIANA 70433
Phone (985) 898-3254 Fax: (985) 898-6409

TRANSFER REQUEST FORM

Employee Support Services

Consideration is requested for a transfer:

From: _____
(present position) (present location)

To: _____
(requested position) (requested location)

Employees shall remain in their current position at their current site for one calendar year prior to being eligible to request a transfer; however, if the time spent in the current position at the current site is less than one year, but the position the employee is requesting would provide a salary increase, then the employee may request the transfer to the new position. Once the employee accepts a new position, the one-year requirement to be eligible to transfer shall commence once again.

- Employees in a temporary position must submit a transfer for a permanent position.
- It is your responsibility to inform your Principal/Supervisor that you have submitted this Transfer Request.
- It is the employee's responsibility to contact the Payroll Department at 985-898-6490 to satisfy any salary questions prior to submitting this form to the Human Resources Department.

If you are on Sick Leave, Extended Sick Leave, Leave Without Pay, or Workers' Compensation you may participate in a phone interview. Employees on leave are not allowed on campuses/sites during their absence from work.

Employee's Name (printed) Employee Identification Number (EIN) _____

Employee's Signature Date _____

Employee's Telephone Number

This transfer request must be received by the Human Resources Department prior to the deadline on the advertised vacancy. This form may be faxed to (985) 898-6409 or emailed to Ashley Courville at ashley.courville@stpsb.org

****DO NOT SUBMIT THIS FORM TO ANY SCHOOL SITE. IT MUST BE RECIEVED IN THE HUMAN RESOURCES OFFICE DIRECTLY BY THE DEADLINE TO BE CONSIDERED****

For Office Use Only

Belinda S. Pennison Date _____
Director of Human Resources