Darlington County School District
Department of Human Resources
2026-2027 School Year
Request to Interview for Transfer

INSTRUCTIONS: Complete upper portion of form only. Forward completed form to:
Department of Human Resources – Attention: **Jasmine Jones**
120 East Smith Avenue – Darlington, SC 29532
(Tel) 843.398.2300 ♦ (Fax) 843.398.5006

Name					
Address					
City, State, Zip					
Telephone No.					
Certified Areas					
Consecutive Years Experience with DCSD		Years Experience at Present Location		Total Years Experience	
Current Position					
Current Location					
Transfer Position					
Transfer Location					
Reason for Transfer Request					
I meet the qualifications of the transfer position	☐ Yes	☐ No			
I have discussed my desire to transfer with my current supervisor	☐ Yes	☐ No			

I hereby certify that I have read and that I agree to abide by the Transfer Guidelines on the back of this form. I also certify that I have not been solicited to submit an application for transfer.

Employee Signature		**Date**	

☐ **Approved** * ☐ **Denied**

***Please note: This is an approval to *interview*, not approval for transfer.**

Comments:

Signature: Date

Dr. B. Jane Hursey / Assistant Superintendent of Human Resources

Revised June 2025

Darlington County School District
Transfer Guidelines

Introduction: The primary considerations for transfer as outlined in board policy are the needs of the district, the needs of the students and the instructional program, the qualifications of the candidate, the opportunity for professional growth, the desire of the employee for reassignment, the length of service in the district, stipulations required by law and other reasonable criteria. Transfers are made through the approval of the superintendent or his/her designee. Recommendations are coordinated through the Department of Human Resources with principals/department heads and the superintendent.

1. The employee is strongly encouraged to notify the current supervisor regarding their submitted request to interview as an electronic notification will be sent to the current supervisor in conjunction with the approval process. Interviewing supervisors are required to check references and <u>will</u> call the current supervisor.
2. Transfer requests are to be made on the form entitled "Request to Interview for Transfer" available on the DCSD website, in school offices, and in the Department of Human Resources. Forms must be completed in their entirety, as directed, to be considered. The employee assumes the responsibility to take the approved form to the administrator who is interviewing for the vacancy to schedule an interview.
3. Transfer requests may be made for any position posted on vacancy lists on the District web site or on teacher bulletin boards or for any vacancy which may develop after the regular transfer period has ended.
4. Transfer requests are to be initiated by the employee only. Transfer may be denied when the employee has been solicited to make an application for transfer. Likewise, an employee must have received from the Department of Human Resources an approved "Request to Interview for Transfer" form before initiating an appointment with the supervisor or discussing the possibility of a transfer. Under circumstances in which such contact has been made, the request to interview will be denied.
5. Applicants for transfer must (1) possess valid South Carolina certification in the position for which a transfer is sought or have reasonable prospect for obtaining such certification or (2) meet the qualifications for classified positions.
6. All transfers are subject to the final approval of the Superintendent with input from the affected site supervisors and the Administrative Team. The Superintendent's office reserves the right to approve transfers, beyond the scope of these guidelines, when it considers such a transfer to be in the best interest of the Darlington County School District.
7. **Transfers are generally denied:**
    a. **After June 1st** without a suitable replacement (this is especially true in critical need areas)
    b. For mid-year transfer requests without a suitable replacement

c. When the integral make-up of a faculty or work-unit is threatened. For example, employees with specialized training for a position should expect to remain in that position for a minimum of two (2) years
8. Current employees will be given consideration for the vacancy requested. Vacancies will be filled by the best qualified applicant.

9. It is requested that, after interviewing, transfer applicants not contact principals/department heads regarding the final selection of any applicant. The content of an interview is a personnel matter and is confidential.