No. 4110
SECTION: PERSONNEL
TITLE: ASSIGNMENT AND TRANSFER: REQUEST FOR TRANSFER

ADOPTED: 2/15/71
READOPTED: 6/21/10;1/29/14;11/15/16; 8/20/19;5/20/25
REVISED: 2/1/00;4/23/02;5/15/06

OXFORD AREA SCHOOL DISTRICT

A. Principals should remind staff members on an annual basis of the procedure to follow when requesting a change in assignment.

B. Requests by an employee for a change in assignment, transfer to another building or consideration for appointment to a vacant position shall be made to the Superintendent of Schools or designee in writing.

C. The applicant shall set forth the reasons for the request; state the qualifications possessed which make him/her worthy of consideration as well as any other pertinent information which may enhance the request.

D. The Superintendent of Schools or designee shall acknowledge each request in writing.

E. Making a request for transfer does not in itself guarantee a transfer.