

**SUMTER COUNTY SCHOOLS  
CERTIFIED TRANSFER REQUEST  
FOR THE \_\_\_\_\_ SCHOOL YEAR**

Name: \_\_\_\_\_ S.S. # \_\_\_\_\_

School: \_\_\_\_\_ Present Assignment \_\_\_\_\_

Years of Experience at Present School/Department \_\_\_\_\_ Years of Experience Inside the System \_\_\_\_\_

Years of Experience Outside the System \_\_\_\_\_

**School and Subject or Grade to which Transfer is Requested:**

1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

Reason (s) for Transfer Request: \_\_\_\_\_

Type of Valid Certificate (s): \_\_\_\_\_

**Previous Teaching Assignments:**

| SCHOOL | DATES |    | SUBJECT/GRADES |
|--------|-------|----|----------------|
|        | FROM  | TO |                |
|        |       |    |                |
|        |       |    |                |
|        |       |    |                |

A transfer request does not result in an automatic transfer. Factors that will be considered for transfer include, but are not limited to, the following:

- The number of years at the present school
- The number of requests from a particular school/grade
- Employee's seniority
- Family members in the same school
- Employees on Professional Development Plans are not eligible for transfer

**Your principal's signature is required.**

\_\_\_\_\_  
Signature of Employee \_\_\_\_\_ Date

\*\*\*\*\*

I certify that this teacher's performance is satisfactory at time of transfer request.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Present Principal or Supervisor

\_\_\_\_\_  
Signature of Accepting Principal \_\_\_\_\_ Date

**TO BE COMPLETED BY THE PERSONNEL OFFICE ONLY:**

Transferred School/Department \_\_\_\_\_ Subject or Grade \_\_\_\_\_

Not Eligible for Transfer

Authorized \_\_\_\_\_ Date \_\_\_\_\_