



# Douglas County School System Certified Transfer Application Form

Name:	Current Work Site:
Home Address:	City/State/Zip:
Home Telephone:	Work Telephone:

Schools to which Transfer is requested: (You must list specific schools.)  
**Employees are only eligible for transfer if they have spent at least 3 years at their current location.**

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OR- please check:  All Elementary Schools  All Middle Schools  All High Schools

Reason for Desiring Transfer (Optional):
List all Fields in Which Certification is Held:
Subject of Grade Level Preference:

**Previous Assignments:**

School:	From:	To:	Subjects/Grades:

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Principal's Signature

This form must be returned no later than **March 1, 2024**, in order to be considered for the 2024-2025 school year. It is the responsibility of the transfer applicant to provide the following:

- Copies of Certified Transfer Application sent to:
  - Human Resources at [human.resources@dcssga.org](mailto:human.resources@dcssga.org)
  - Current Principal
  - Principal(s) of each school that you wish to request a transfer to
  - Copy for yourself
  - Resume and Cover Letter sent to principal(s) of each school that you wish to request a transfer to AND a copy to HR

Principals will review Transfer Application materials and select candidates for interview.

An interview cannot be scheduled until the Transfer Form, Resume and Cover Letter are submitted according to the above procedures.

You will be notified via email if your transfer has been approved.

**For Human Resource Use:**

Your transfer has been accepted to:	Emails to: Current Principal, Receiving Principal, Employee
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