



Douglas County School System Classified 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.

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

Reason for Desiring Transfer (Optional):

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:

- Form emailed to Human Resources at human.resources@dcssga.org
- Copy of this form to current principal
- Copies for each principal where you are requesting a transfer
- Copy for yourself

INSTRUCTIONS:

- Complete the Classified Transfer Application Form
- Sign the form
- Have your principal sign the form
- Make copies and distribute as follows:
 - Copy for current principal
 - Copies for each principal where you are requesting a transfer
 - Copy for yourself
- Send to Human Resources, no later than **March 1, 2024**.
- You will be contacted by the principal if you are selected for an interview.
- 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
-------------------------------------	---