

KING GEORGE COUNTY PUBLIC SCHOOLS
STAFF TRANSFER REQUEST

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Current Teaching Endorsement(s)(if applicable): _____

Current Position:

Subject/Position: _____ School/location: _____

Number of Years in Present School/location: _____ Years

Number of Years in King George Co Schools: _____ Years

Previous Position(s) in King George Co. Schools:

School/Location	Position	Dates (from – to)

I Would Like to Request Consideration For:

Transfer to: School/location: _____ Position: _____

Please provide specific supporting reasons for requesting this transfer:

Employee Signature

Date

(For Central Office Use Only)

Date Received in Human Resources: _____ Received By: _____

Please forward this form to the Human Resources Department.