SCHOOL BOARD OF MADISON COUNTY
TRANSFER REQUEST FORM

Submission of this form is NOT an approval for transfer

The Collective Bargaining Agreement between the District School Board of Madison County and the Madison County Education Association provides unit members with the option of requesting transfers from one district location to another. The unit member must request the transfer in writing and must be approved by the current principal, the receiving principal and the superintendent. The unit member may submit a letter requesting the transfer or use this form.

Employee Information

First _____ Last _____ Contact Number _____

Email Address _____

Areas of Certification _____

Transfer Information

School Year for Transfer Request _____

Desired Assignment _____

*Teachers must be certified or eligible for certification in the desired subject areas. Outstanding certification issues, including any incomplete out of field training requirements, will impact approval of transfer.

Location Preferences: 1. _____ 2. _____

_____ _____

Employee Signature Date

_____ _____

Current Principal Signature Date

Office Use Only

_____ _____

Receiving Principal Signature Date

_____ _____

HR Director Signature Date

_____ _____

Superintendent Signature Date

This form must be submitted by the requesting employee to the HR Director.