

MOBILE COUNTY PUBLIC SCHOOL SYSTEM  
DIVISION OF HUMAN RESOURCES  
(251) 221-4522

DATE: January 23, 2012  
MEMO: All Tenured Teachers  
FROM: Bryan Hack  
Pauline D. Scarbrough  
RE: Tenure Teacher Voluntary Transfer Request Application

Attached is a copy of the Tenured Teacher Voluntary Transfer Application. Please follow the instructions on the application and complete in full. Please note that your employee number is required. You will find your employee number listed on your check stub.

**Due to the number of applications received each year, we will not accept any faxed copies.** All transfer applications must be received in our office no later than Monday, February 27, 2012.

**Applications received after Monday, February 27, 2012, will not be accepted.**

**It is your responsibility to arrange an interview with the appropriate principal prior to March 31, 2012.**

If you have any questions, you may contact Pat Cummings at 221-4532.

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Bryan Hack  
Executive Manager  
Division of Human Resources

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Pauline D. Scarbrough  
Executive Director  
Division of Human Resources

BH/PDS:et

MOBILE COUNTY PUBLIC SCHOOL SYSTEM  
SCHOOL YEAR 2012-2013  
**TENURED TEACHER VOLUNTARY TRANSFER REQUEST**  
APPLICATION MUST BE COMPLETED IN FULL TO BE PROCESSED  
(PLEASE PRINT)

**DO NOT FAX**  
**FAXED COPIES**  
**WILL NOT BE**  
**ACCEPTED**

NAME: \_\_\_\_\_ EMPLOYEE #: \_\_\_\_\_  
(Located on Check Stub)

ADDRESS: \_\_\_\_\_  
(Street, City, State, Zip Code)

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CURRENT ASSIGNMENT: \_\_\_\_\_  
(School) (Grade or Subject) (Years in System)

1. Indicate your preference of grade or subject assignment:

Teacher  Counselor  Librarian

<u>Elementary</u>		<u>Middle School Subjects</u>	<u>High School Subjects</u>
Kind <input type="checkbox"/>	Gr 1 <input type="checkbox"/>	_____	_____
Gr 2 <input type="checkbox"/>	Gr 3 <input type="checkbox"/>	_____	_____
Gr 4 <input type="checkbox"/>	Gr 5 <input type="checkbox"/>	_____	_____
Gr 6 <input type="checkbox"/>		_____	_____

2. School(s) to which transfer is requested: **(Choices required to process – No more than four)**

1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_  
3rd choice \_\_\_\_\_ 4th choice \_\_\_\_\_

3. If grade or assignment request is other than current assignment, state reasons why.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. State reasons why transfer to another school is desired. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Have you discussed this request with your principal? Yes  No   
If you have not, you must do so immediately.

I understand that I am requesting a voluntary transfer and that once I have submitted this form to Human Resources, I have committed to a transfer, should such a transfer be arranged. I further understand that I am entitled to be transferred to only one school, and that after accepting the one school transfer, I will not be able to accept any other transfer offer during this school term. **I further understand that it is my responsibility to arrange an interview with the appropriate principal prior to March 31, 2012.**

\_\_\_\_\_  
Signature Date

**Return this form to Division of Human Resources NO LATER THAN FEBRUARY 27, 2012.**  
**Forms received after this date will not be processed.**

**TO BE COMPLETED BY HR**

Tenure Date: \_\_\_\_\_