

**SUPPORT TRANSFER REQUEST FOR NON-PROBATIONARY PERSONNEL**

**Name:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_

**Current School:** \_\_\_\_\_

**Desired Position:** \_\_\_\_\_

**Desired School:** \_\_\_\_\_

**Academic  
Qualifications:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Relevant Work  
Experience:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Years of Service in the District:** \_\_\_\_\_

**Year(s) In Current Assignment:** \_\_\_\_\_

The non-probationary employee is required to do the following in order to be considered for the position:

- Submit a separate transfer request form for each desired position
- Attach the most recent copy of their resume to this transfer request form (optional)
- Submit a copy of this transfer request form to their current principal/supervisor, principal/supervisor of desired location and the Executive Director of Personnel

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Source: Tuscaloosa City Schools, Tuscaloosa, Alabama  
Date: January 25, 1999  
Revised: January 24, 2005