



Carteret County Public Schools

Employee Transfer Request Form

Name: _____ Last 4 digits of SS#: _____

Address: _____

Home or Cell Phone #: _____

Current Work Location & Assignment:

I would like to transfer to:

(school)

(position/subject area)

(school)

(position/subject area)

Reason for transfer:

Employee's Signature

Date

Principal's Signature

Date

In order to qualify for transfer you must have your current principal sign this form and submit it to the Office of Human Resources prior to March 1. The Office of Human Resources will notify the principal(s) at the school(s) to which you have requested transfer. The principal at that school will schedule an interview with you at their discretion.

Revised 1/2017

