



ST. TAMMANY PARISH SCHOOL BOARD
321 N. HEARD STREET
COVINGTON, LOUISIANA 70433
Phone (985) 898-3254 Fax: (985) 898-6409

Transfer Request Non-Certificated Personnel

Consideration is requested for a transfer:

From: _____
(present position) (present location)

To: _____
(requested position) (requested location)

This transfer request must be received by the Human Resources Department prior to the deadline on the advertised vacancy. This form may be faxed to (985) 898-6409. It is your responsibility to inform your Principal/Supervisor that you have submitted this Transfer Request.

It is the employee's responsibility to contact the Payroll Department at 985-898-6490 to satisfy any salary questions prior to submitting this form to the Human Resources Department.

*** If you are on Sick Leave, Extended Sick Leave, Leave Without Pay, or Workers' Compensation you may participate in a phone interview. Employees on leave are not allowed on campuses/sites during their absence from work.**

Employee's Name (printed)

Employee Identification Number (EIN)

Employee's Signature

Date

Employee's Telephone Number

For Office Use Only

Director of Human Resources

Date

Copy- Human Resources Department

Copy- School/Site

Copy- Employee