

Board of Education
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Dr. Charles Webb
Interim Superintendent

Tony Young
Assistant Superintendent

Employee Transfer Request Form

Any Pickens County Schools' employee wishing to transfer to another school within the school system should do the following:

- Recognize a job in the district for which they qualify
- Notify their current principal
- Contact Human Resources and the requesting principal

Principals are encouraged to interview all internal applicants. Principals are not expected to interview the same internal applicant for every position for which they apply. Granting one interview within a twelve (12) month period is sufficient.

Upon decision to officially transfer to new school, the following form must be completed and signed by BOTH principals.

Name	Current School
Current School Principal Signature	

New Assignment/Role

If New Assignment is at a different school, complete the following

School Requesting Transfer TO
School Requesting Principal Signature

***Requesting transfer is not guarantee that transfer will take place*



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