



ST. TAMMANY PARISH SCHOOL BOARD
321 N. THEARD STREET- POST OFFICE BOX 940
COVINGTON, LOUISIANA 70434
Phone (985) 898-3254 Fax: (985) 898-6409

Transfer Request
Support Personnel

Consideration is requested for a transfer:

From: _____ (Present Position) _____ (Present Location) _____ Route # (Transportation only)

To: _____ (Requested position) _____ (Requested location) _____ Route # (Transportation only)

If my transfer request is not granted, (check below):

- ___ I will continue in my present position.
- ___ I will submit my resignation.

Employee's Name (PRINTED)

Employee's Signature

Employee's Telephone Number

Social Security Number

Date

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.

For Office Use Only

Human Resources Coordinator

Date

WHITE- Human Resources Department

YELLOW-School/Site

PINK-Employee