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 Idenification Number

_____ _____
Employee's Signature Date

_____
Employee's Telephone Number

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

(Rev. 06/2010)