



OFFICE OF HUMAN RESOURCES
P.O. Box 2338
Jackson, Mississippi 39225

APPLICATION FOR TRANSFER OF NON-ADMINISTRATIVE CERTIFIED PERSONNEL
TRANSFER REQUEST PERIOD: JANUARY 4, 2021 – JANUARY 15, 2021

NOTE: COMPLETION OF THIS FORM DOES NOT GUARANTEE THAT A TRANSFER WILL BE GRANTED.

THIS WILL BE THE ONLY OPPORTUNITY TO REQUEST A TRANSFER FOR THE 2021-2022 SCHOOL YEAR.

PLEASE READ THIS FORM IN ITS ENTIRETY BEFORE COMPLETION.

Name _____ Employee ID # _____

Home Address _____ Zip _____

Phone: Home: _____ Cell: _____ E-mail: _____

Present School Location _____

Grade(s) _____ Subject (s) _____

Years of experience, including current year, in Jackson Public School District _____

Certificate (A, AA, AAA or AAAA) _____ Certification Endorsement/Area _____

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Reassignment Requested

1ST Choice:

School _____ Grade(s) or Subjects(s) _____

2nd Choice:

School _____ Grade(s) or Subjects(s) _____

3rd Choice:

School _____ Grade(s) or Subjects(s) _____

PERSONNEL POLICY – REASSIGNMENTS/TRANSFERS (GABB) Certified nonadministrative personnel recommended for reemployment for the following year may apply for a transfer to a position in another school and may be given prior consideration over new candidates. All personnel will be reassigned based on the following criteria:

1. Employee has been recommended for reemployment by the principal of the school to which he/she is currently assigned.
2. Employee makes written request on the approved Application for Transfer of Non-Administrative Certified Personnel Form by the deadline date.
3. Employee commits to the training necessary to facilitate a smooth transition on all interdivision transfers. (i.e., elementary to middle, middle to high, etc.). Employees who do not complete training within one year will be subject to non-renewal.
4. Employee has completed three or more years of experience in the Jackson Public School District.
5. Transfers will not imperil the accredited status of that school.
6. Employees impacted by the Reduction in Force policy are not eligible for transfer.
7. Forms may be secured from the principal's office or the Office of Human Resources.
8. Employees with a plan of improvement may be transferred only with the approval of the Assistant Superintendent, Chief of Staff, and/or the Superintendent.

Any teacher desiring a transfer shall submit no more than **three** choices, as indicated under the "Reassignment Requested" option, to the Office of Human Resources. **The teacher shall submit the original Request Form and a copy of their valid teaching certificate (valid beyond 06/30/2021) to the Office of Human Resources no later than 12:00 p.m. on or before the deadline date of JANUARY 15, 2021. All request forms must be hand delivered. Pony receipt of form(s) will not be accepted and will be returned to sender.** The Office of Human Resources will validate the date of the form arrival and retain the original copy. Requests will remain on file until all transfer requests have been acted upon for that school year at which time they will become null and void.

Administrative reassignments will be made only when it is necessary for the best interest of the schools. Although consideration will be given to the wishes of the employee, such compliance cannot be guaranteed. When possible, advance notice of the reassignment will be given to the employee.

Transfer Processing Steps:

1. Complete Application
2. Submit Application, **via hand-delivery**, by **Deadline date of JANUARY 15, 2021 no later than 12:00 p.m.**
3. **Current Teaching Certificate must be attached. Certificate must be valid beyond 06/30/2021.**
4. Reviewing of applications by Assistant Superintendent and the Office of Human Resources.
5. Notification of transfer, whether approved or denied, will be provided by the Office of Human Resources.

By signing this form, I agree and adhere to the Personnel Policy, Deadline date, and the Transfer Processing Steps that are listed above.

Signed _____ Date _____
(Teacher's signature)

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