



**OCONEE COUNTY SCHOOLS
VOLUNTARY LATERAL TRANSFER REQUEST FORM
FOR 2023-24 SCHOOL YEAR**

Name: _____

Current School: _____

Current Position: _____

Please check the school(s) to which you would be interested in transferring in the event a vacancy occurs.

- | | |
|---|--|
| <input type="checkbox"/> Oconee County Primary | <input type="checkbox"/> Rocky Branch Elementary |
| <input type="checkbox"/> Colham Ferry Elementary | <input type="checkbox"/> Dove Creek Middle |
| <input type="checkbox"/> Dove Creek Elementary | <input type="checkbox"/> Malcom Bridge Middle |
| <input type="checkbox"/> High Shoals Elementary | <input type="checkbox"/> Oconee County Middle |
| <input type="checkbox"/> Malcom Bridge Elementary | <input type="checkbox"/> North Oconee High |
| <input type="checkbox"/> Oconee County Elementary | <input type="checkbox"/> Oconee County High |

A voluntary lateral transfer request is based on the location preference(s) of an employee for consideration in the event a desired position becomes available. Such potential vacancies will not be identified at the time a request for transfer is made. Employees must complete this form in the timeframe stipulated (January 24-February 3, 2023) to be eligible for a voluntary transfer should a desired position become available for the 2023-24 school year. Employees may indicate interest in transferring to as many schools as desired. Please note that this form and process are for lateral transfer requests only for identical positions (i.e. teacher-to-teacher, custodian-to-custodian, etc.). Employees are free to express interest in positions that represent a promotion and/or are different from their current position at any time such positions become available. Employees who are currently on a professional development plan (PDP) are ineligible to participate in this process. Certified employees requesting consideration for transfer must currently hold the certification required for the desired level (elementary, middle, high) and/or subject area.

Complete, print and sign this form and return it to your current principal. **Please do not add, write in, or attach any other information to this form. The deadline for return to your principal is no later than 4:00 p.m. on February 3, 2023.** Your principal will sign the form and submit it to Human Resources. Your information will then be provided to the principal of the school(s) to which you are requesting transfer. If a vacancy becomes available at the school(s) in which you expressed interest, you may be contacted for an interview.

Employee's Signature

Date

Current Principal's Signature

Date