

No. 4110  
SECTION: PERSONNEL  
TITLE: ASSIGNMENT AND TRANSFER:  
REQUEST FOR TRANSFER  
  
ADOPTED: 2/15/71  
READOPTED: 6/21/10;1/29/14;11/15/16;  
8/20/19  
REVISED: 2/1/00;4/23/02;5/15/06

## **OXFORD AREA SCHOOL DISTRICT**

- A. Principals should remind staff members on an annual basis of the procedure to follow when requesting a change in assignment.
- B. Requests by an employee for a change in assignment, transfer to another building or consideration for appointment to a vacant position shall be made to the Superintendent of Schools or designee in writing.
- C. The applicant shall set forth the reasons for the request; state the qualifications possessed which make him/her worthy of consideration as well as any other pertinent information which may enhance the request.
- D. The Superintendent of Schools or designee shall acknowledge each request in writing.
- E. Making a request for transfer does not in itself guarantee a transfer.