



Howard County Public Schools
2008-09 Involuntary Transfer Form

Procedures

- Complete one form for each vacancy and school of interest, retain the pink copy for your records and return to Joan Walko in Human Resources by Friday, March 28, 2008.
Forms will be forwarded to the appropriate principal on Wednesday, April 2, 2008.
The principals will return the forms to the Office of Human Resources by Friday, April 11, 2008.
The Assistant Superintendent of School Administration, the appropriate level Director, and Human Resources Staff will begin placement meetings on April 21, 2008 and continue meetings until all involuntarily transferred teachers are placed.

Teacher Information

Name: Summer Address:
Address:
Telephone: Summer Telephone:
Present School: (\*) Cell Phone:
Present Position: Work Phone:
Present Status: Full Time Part Time %
Grade / Subject

Desired Vacancy
(Complete one for each position)

New School Grade/Subject
Desired Status: Full Time Part Time %
Certification:
Special Course Work:
Teaching Experience:

To be completed by principal from school of interest
Disposition (Please check one)

I have a vacancy and will accept the transfer of this teacher effective August 18, 2008 for the following position:
I am unable to incorporate his/her skills into my specific organizational plans.

Signature of Principal School Date

(\*) If a cell phone number is not available, please let us know how we can contact you during the summer should a vacancy at your former school become available.

Original: Receiving Principal Canary: Human Resources Pink: Teacher

# Addendum

## For internal Human Resources Use Only

**TO:** Involuntarily Transferred Teachers

**FROM:** Kirk J. Thompson,  
Director, Human Resources

**RE:** Preference of school placement

If you have a preference, please list your choices below:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

Please note that preferences cannot be guaranteed.

This information will be shared with the Administrative Directors who approve placements for all involuntarily transferred teachers.

Teacher Name: \_\_\_\_\_

Current School: \_\_\_\_\_