



MERIWETHER  
COUNTY SCHOOLS

Dr. Robert Griffin, Superintendent

Bradley Smith, Chairman | Bob M. Patterson, Vice Chair | Leon Coverson | Willie A. Hinton, Jr. | Rebecca "Kay" King

TO: All Principals and Staff Personnel  
From: Dr. Robert Griffin, Superintendent of Schools  
RE: Transfers

This is to notify you that the transfers from school to school or between departments will be considered when a letter requesting transfers is signed by the teacher or other employee. In the case of certified personnel, the requesting teacher must be certified in the area for which he or she is applying and the move does not constitute a promotion.

_____	_____
Name of Employee requesting transfer	Date
Current Location:	Current Position:
_____	_____
Requested Receiving Location:	Requested Receiving Position:
_____	_____
Principal Signature/Date:	Principal Signature/Date:
_____	_____

Note: (a) Attach letter requesting transfer to this form.  
(b) When completed, return to the Director of Human Resources.

<b>Office Use Only</b>	
<input type="checkbox"/> Concurred with Current Supervisor	<input type="checkbox"/> Concurred with Receiving Supervisor

- APPROVED:
- NOT APPROVED:

_____	_____
Director of Human Resources	Date