

HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042

Circular No. 21
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Chief Human Resources and Professional Development Officer

Voluntary Transfer Request Process

To: Staff

From: David Lerner
Chief Human Resources and Professional Development Officer

The Voluntary Transfer Request Process is now open. The electronic **Voluntary Transfer Forms**, which include instructions for completing the forms, are available on the HCPSS Staff Hub. The links are provided below and are specific to the requestor's current position.

1. **For Teachers:**

Staff Hub Menu Bar > Services > Employee Resources > Voluntary Transfers > [Teachers](#)

2. **For Audiologists, Behavior Specialists, Speech Language Pathologists, Occupational Therapists, Physical Therapists and Psychologists:**

Staff Hub Menu Bar > Services > Employee Resources > Voluntary Transfers > [CURRENT Audiologists, Behavior Specialists, SLPs, OTs, PTs and Psychologists](#)

3. **For Paraeducators; Health, Security and Student Assistants:**

Staff Hub Menu Bar > Services > Employee Resources > Voluntary Transfers > [Paraeducators and Assistants](#)

4. **For Reading Specialists and School Counselors:**

Staff Hub Menu Bar > Services > Employee Resources > Voluntary Transfers > [Reading Specialists and School Counselors](#)

The placements of employees listed above in #2 and #4 will continue to be made by the program supervisors.

It is imperative that you review all materials and instructions prior to completing the Voluntary Transfer Request Form.

If you have questions regarding this process, please contact Brianna Robinson, Position Control and Staffing Analyst, at brianna_robinson@hcpss.org.

DL/NC/kb