
Division of Human Resources and Professional Development

Voluntary Transfer Request Process

To: All Staff

From: David Larner
Chief Human Resources and Professional Development Officer

The Voluntary Transfer Request Process is now open for the 2024-2025 school year. The electronic **Voluntary Transfer Forms**, which include instructions for completing the forms, are available on the HCPSS Staff Hub: [HCPSS Staff Hub > Services > Employee Resources > Voluntary Transfers](#).

There are four (4) different forms, each with its own specific link. You should complete the form that identifies the desired position. The positions identified in the four (4) forms include:

1. **Teachers**
2. **Audiologists, Behavior Specialists, Speech Language Pathologists, Occupational Therapists, Physical Therapists, Psychologists, Nurses and School Social Workers**
3. **Paraeducators, Health Assistants, Security Assistants, Student Assistants and Liaisons**
4. **Reading Specialists and School Counselors**

The placements of employees listed above in #2 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 the Position Control and Staffing Team, at staffing@hcpss.org

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