
Department of Human Resources and Employee and Labor Relations

2025-2026 Voluntary Transfer Request Process

To: All Staff

From: T. Michael Carson, Executive Officer, Human Resources

The Voluntary Transfer Request Process is now open for the 2025-2026 school year. Instructions for submitting voluntary transfers are available on the HCPSS Staff Hub: [HCPSS Staff Hub > Services > Employee Resources > Voluntary Transfers](#).

You should complete the form that identifies your desired position. There are four (4) different forms, and the positions identified in the four (4) forms include:

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

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

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

If you have questions regarding this process, please contact the Office of Human Resources' Position Control and Staffing Team at staffing@hcpss.org.

TMC/sos