

**TRANSFER OF SCHOOL-BASED**  
**ADMINISTRATORS**

Effective: December 7, 2017

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**I. Administrative Transfer**

**A. Notification**

1. If a principal is being administratively transferred, the Superintendent/Designee will meet with the principal to notify the principal of the transfer, if possible, no later than June 1. The reason for the transfer will be provided (in writing, upon request). This confidential notification is a courtesy to the principal in order to allow him/her the opportunity to begin preparing for a conclusion of efforts at that particular school and for the transition to a new position.
2. If an assistant principal is being administratively transferred, the Superintendent/Designee will meet with the assistant principal to notify the assistant principal of the transfer, if possible, no later than June 1. The reason for the transfer will be provided (in writing upon request). This confidential notification is a courtesy to the assistant principal in order to allow him/her the opportunity to begin preparing for a conclusion of efforts at that particular school and for the transition to a new position.
3. If an athletics and activities manager is being administratively transferred, the Superintendent/Designee will meet with the athletics and activities manager to notify the athletics and activities manager of the transfer, if possible, no later than June 1. The reason for the transfer will be provided (in writing upon request).

**B.** When an administrative transfer of a school-based administrator is to be made, notification of the transfer is made to the Board of Education. Following the Board's announcement of the administrative transfer in public session, the Superintendent/Designee will notify the administrative teams of the schools impacted by the transfer. The administrative team will notify the staff and school community.

1. When a principal is being transferred the Superintendent/Designee will notify the PTA presidents of the schools impacted. Notifications to the PTA presidents, staff, and school community may happen simultaneously.

2. When an assistant principal or athletics and activities manager is being transferred, the principal will notify the PTA president of the school impacted. Notifications to the PTA presidents, staff, and school community may happen simultaneously.
- C. When possible, administrative transfers are to be announced to the public prior to the end of the school year. However, it is recognized that proper administration of the school system may require that transfers be made after this date.
  - D. An administrator who is administratively transferred for other than performance and/or disciplinary reasons to a lower position on the salary scale will receive his/her current salary for one year.

## **II. Voluntary Transfer**

- A. Process
  1. A request for transfer may be submitted regardless of whether or not a vacancy exists.
  2. A written letter of request for a voluntary transfer should be submitted by February 15, when possible, to the Superintendent/Designee.
  3. If the school-based administrator request for transfer is denied, the administrator will, upon request, receive a written explanation of the reasons for the denial from the Superintendent/Designee.
  4. If the voluntary transfer is approved, procedures for notification will be the same as the Administrative Transfer process outlined in Section I. A. and B. above.
- B. When possible, voluntary transfers are to be announced to the public prior to the end of the school year. However, it is recognized that other circumstances may require that transfers be made after the end of the school year.
- C. If a request for voluntary transfer is granted, the salary will be based on the salary for the new position. An adjustment, if applicable, will be made as of the effective date of the voluntary transfer.

## **III. History**

ADOPTED: November 22, 1994  
REVIEWED: July 1, 2016  
MODIFIED: December 7, 2017  
REVISED: January 8, 2009  
EFFECTIVE: December 7, 2017