

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

Circular No. 34
Series 2016-2017

December 1, 2016

CHIEF OF HUMAN RESOURCES AND DEVELOPMENT

Voluntary Transfer Request Process for Teachers/ITLs

TO: Teachers/ITLs

FROM: Helen A. Nixon
Chief Human Resource and Development Officer

The Voluntary Transfer Request Process for Teachers/ITLs is now open. The electronic form is available on the HCPSS Hub and can be found under Services > Employee Resources > Voluntary Transfers > Teachers/ITL and will contain:

- The electronic Voluntary Transfer Request Form
- Instructions for completing the Voluntary Transfer Request Form
- Directions to request an increase or decrease in assignment

Be sure to review all materials and instructions prior to completing the Transfer form. If you have questions regarding this process, please contact Michelle Bharmal, Position Control & Compensation Specialist, at michelle_bharmal@hcpss.org or 410.313.1519.

HN/KJT/ka