

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

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CHIEF OF HUMAN RESOURCES AND DEVELOPMENT

Voluntary Transfer Request Process for Paraeducators, Health, Security, and Student Assistants

TO: Paraeducators; Health, Security, and Student Assistants

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

The Voluntary Transfer Request Process for Paraeducators, Health, Security and Student Assistants is now open. The electronic form is available on the HCPSS Hub and can be found under Services > Employee Resources > Voluntary Transfers > Para/Student Assistants 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 Natasha Mahasa, Hiring Specialist at natasha\_mahasa @hcps.org or 410.313.7342.

SCM/KJT/nm