

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

Circular No. 44
Series 2014-2015

December 17, 2014

Chief of Staff

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

TO: Paraeducators; Health, Security, and Student Assistants

FROM: Susan C. Mascaro
Chief of Staff

The Office of Human Resources is pleased to announce a new online process for the submission of Voluntary Transfers for Paraeducators; Health, Security and Student Assistants. This new electronic process will streamline the voluntary transfer requests for employees replacing the hard copy form previously used. The new electronic form is available on the HCPSS Hub.

The electronic form 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 new process, please contact Suzanne Zilber, Manager of Support/Temporary Services at 410-313-6784 or suzanne_zilber@hcpss.org.

SCM/KJT/nm