



The School District of Greenville County
 Application for Transfer
 Human Resources

				Date: _____	
<input type="checkbox"/> Classified		<input type="checkbox"/> Hourly			
Name _____					
Last		First		Middle	
Employee ID	Telephone #		_____		
			Home	Work	
Present Job	School/Department				
Address				Zip Code	
Reason For Transfer					
Position Preferred:			Location Preferred:		
ParaPro <input type="checkbox"/> Meet HQ Guidelines					
Do You relatives currently employed in the School District: Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, please complete:					
Name	Relationship	Position	Location		

PERFORMANCE STANDARDS

This section to be completed by employee's immediate supervisor

**An employee will not be considered for transfer having scored two or more Needs Improvement Ratings or one Unsatisfactory Rating or if the employee has been on an improvement plan during the current or previous school year.*

**The most recent Employee Evaluation Summative Performance Report may be considered in determining if an employee qualifies for a transfer.*

	Exemplary	Proficient	Needs Improvement	Unsatisfactory
Job Knowledge				
Quality of Work				
Professionalism				
Communication				
Customer Service				
Team Work				
Work Place Safety				
Ethical Behavior				
Attendance				

Comments: _____

 Signature of Employee*

 Date

 Signature of Principal or Supervisor

 Date