



BRIDGEPORT
Public Schools

Human Resources Department

This form is to be completed by the **employee only**. A request for transfer is not a guaranteed transfer. The transfer of a teacher can take effect only if a vacancy occurs, at which time the employee can apply to an open position; the application will be reviewed to begin the interview process by the school principal; if the principal recommends the teacher to fill the vacant position and approval is given by the Central Office administration, the transfer will be granted. **Note** – Transfer request(s) are not automatic. Teachers requesting transfers must go through the interview process, based on meeting the qualifications for the position.

Name:

Current School:

Current Teaching Position:

Contact Information: cell phone

Other email addresses

Teaching Position(s) Desired: Choice #1

Choice #2

At Specific School, If Applicable:

Subject Area Certifications:

(Please list all)

Deadline for submitting a request for transfer is June 1, 2020.

Please email form to Human Resources at hrdept@bridgeportedu.net