

Transfer Process for Central Office Employees, District-Level Employees, and Building Administrators

The following transfer procedures must be followed by all central office employees, district-level employees, and building administrators upon their reassignment to another position and/or location within Canton Public School District.

1. Return the following items, if applicable, to your immediate supervisor or directly to the Director of Accountability: building and office keys and any other items that are relevant to the previous position/location.
2. Ensure that all items relevant to the original site (data notebooks, students' and teachers' records, etc.) remain at that location.
3. Return this form and specified items directly to the Director of Accountability.

EMPLOYEE TRANSFER CHECKLIST

Employee _____ Original Location _____

Transfer Location _____

- ☐ Office and building keys received
- ☐ Other applicable items received (Describe _____)

Director of Accountability's Signature _____ Date _____

(To be filed in the Office of Human Resources)