FRANKLIN PARISH
SCHOOL BOARD

REQUEST FOR TRANSFER

DATE: _____ EID# _____

TO: FRANKLIN PARISH SCHOOL BOARD
7293 PRAIRIE ROAD
WINNSBORO, LA 71295

FROM: _____ _____
(**Print** Name) (Signature)

Please accept my request to transfer from _____ as a
(School presently located)

_____ to _____
(Position - fund: Reg. Ed., Sp. Ed., Title I, Kind. Bus Driver, etc.) (School transferring to)

as a _____.
(Position - fund: Reg. Ed., Sp. Ed., Title I, Kind. Bus Driver etc.)

I will be replacing _____ effective_____.
(Name of employee) (Date)

The last day worked at current school/position will be _____.

The above information has been approved by the following:

_____ _____
Principal of school leaving Date

_____ _____
Principal of receiving school Date

_____ _____
Supervisor of the Department (leaving) Date

_____ _____
Supervisor of the Department (receiving) Date

_____ _____
Personnel Director of Franklin Parish Schools Date

_____ _____
Superintendent of Franklin Parish Schools Date

Office use only

Date Received: _____ Board Approved: _____ Effective Date: _____

(Updated: 2023)

7293 Prairie Road
Winnsboro, Louisiana 71295
318-435-9046 (Office)
318-435-3392 (Fax)
www.fpsb.us

AN EQUAL OPPORTUNITY EMPLOYER.