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New Hire Educator

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Involuntary Transfer

☐

Voluntary Transfer

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Title I

☐

High Priority School

HR Offer Acceptance Agreement & Transfer Form

Section I To Be Completed by the Principal

School Name: _____ Principal's Name: _____ AREA:1 ☐ 2 ☐ 3 ☐ Former PGCPS Employee ☐

Vacant Position: (Grade/Subject) _____ Date: _____

Position: Instructional (PGCEA) Full-Time ☐ or Itinerant (PGCEA) Part-Time ☐ (indicate percentage) _____% or Support Local 2250 ☐

Section II To Be Completed by the Candidate/Employee

Name: (Print) _____ Last 4 digits of SSN or EIN: _____ Current School: _____

Certification Area: _____ Email Address: (Print) _____ Phone Number: _____

***Current position (*Transfer Employee's Only*): _____

Voluntary Transfers Only: Your signature further indicates that you are leaving your current school in good standing. Once you sign below, you are accepting the assignment at this school and position and you will not be allowed to voluntarily transfer to another school/position for this current school year. This transfer is not approved until the Human Resources Staffing Office validates all information. If approved by the Human Resources Staffing Office, all parties (you, current and former principals) requesting the transfer will be notified electronically.

***Your signature below indicates that you have met all of the requirements necessary for a placement for the upcoming school year. You also attest that you are/will become certified in the area that corresponds with the vacant position mentioned above.

New Hires Only: Once you sign below, you are accepting the assignment at this school and will not be allowed to accept a position in another school/position for this current school year. This placement is not approved until the Human Resources Staffing Office validates all information. If approved by the Human Resources Staffing Office, you and principal(s) will be notified electronically.

Candidate or Employee's Signature

Date

Section III To Be Completed by the Principal

Your signature on this form indicates that you confirm this is an approved authorized position. You also acknowledge that you are placing the candidate/employee named above in their area of certification.

Principal's Signature

Date

Principals/Administrators must submit this form to the HR platform [link](#). Confirmation of receipt will be sent once the form is submitted. The status of this request will be sent electronically to the principal and the candidate/employee within 10 business days.

Only the Human Resources Staffing Office can confirm a New Hire or Placement at any location into any position.