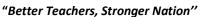


Sierra Leone Teaching Service Commission (TSC) 7 Priscilla Street, Freetown

www.tsc.gov.sl; teachers@tsc.gov.sl





APPLICATION FOR TRANSFER

Part A – Completion Notes:

- (a) To be completed by a teacher applying for the transfer or by the School Head or District Head when the transfer is being initiated by school/district
- (b) All relevant sections of this Form must be completed in full
- (c) Applications should be submitted through the School Head for recommendation.
- (d) A teacher shall move from one station to another, only on receipt of a letter of transfer from the Commission (TSC-HQ/TSC-DO) and a release letter from the School Head.

Part B – The Application	
(a) Surname Mr./Mrs./Ms.	(f) Length of Stay in District: (Town, Chiefdom, District, and Region)
Maiden Name	0 /
(b) First Name or Other Names:	(g) Present Job Role (Administrative):
(c) Teaching Subjects:	(h) School, School Reference Number to which Transfer is Requested:
(d) Current Location (School & School Reference No):	(i) Proposed Date of Transfer:
(e) District:	(j) Reason(s) for Transfer:
	Deter
Signature of Teacher:	Date:
When the transfer is initiated by the TSC, an official of the Commission should sign here:	
Signature of TSC Official (Head of Department):	Date:
Approval by School:	Approval by District Head (Transfer Out) from which teacher is being transferred:
Signature of School Head Date:	Signature of District Head Date:
School Head's Recommendation:	District Head's Recommendation:
Approval by District Head (Transfer In) to which teacher is being transferred (if a different district from the one in which teacher is currently stationed)	On the signature of the District Head(s) the approved Form should be forwarded to the TSC Headquarters for updating its Records.
Signature of District Head Date:	