



## 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. _____ Maiden Name _____ (b) First Name or Other Names: _____ (c) Teaching Subjects: _____ (d) Current Location (School & School Reference No): _____ (e) District: _____	(f) Length of Stay in District: (Town, Chiefdom, District, and Region) _____ (g) Present Job Role (Administrative): _____ (h) School, School Reference Number to which Transfer is Requested: _____ (i) Proposed Date of Transfer: _____ (j) Reason(s) for Transfer: _____
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:

\_\_\_\_\_  
Signature of School Head      Date:

#### School Head's Recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Approval by District Head (Transfer Out) from which teacher is being transferred:

\_\_\_\_\_  
Signature of District Head      Date:

#### 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)

\_\_\_\_\_  
Signature of District Head      Date:

On the signature of the District Head(s) the approved Form should be forwarded to the TSC Headquarters for updating its Records.