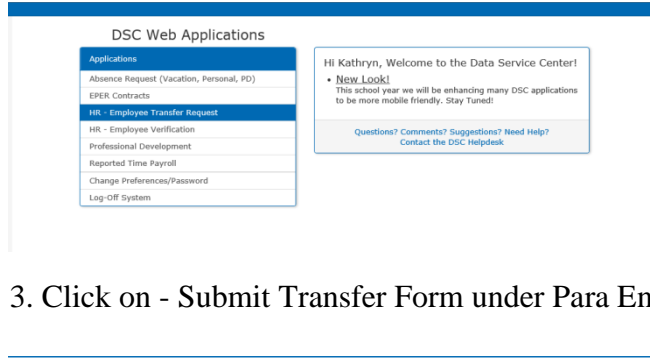


Submitting a Transfer Request

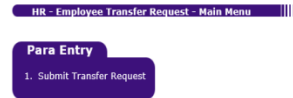
1. Log into DSC



2. Click on – HR Employee Transfer Request



3. Click on - Submit Transfer Form under Para Entry



4. Click on – Choose Location (you can choose up to 5 locations)

Add Paraprofessional Request For Transfer

Paraprofessional Information	
Name:	Ellis, Kathryn K
Employee ID:	
Present Location:	I. Dupont High
Present Paraprofessional Field:	Instructional Aide Special Ed.
Seniority Date:	10/4/1999
Months of Service (as of 6/30/2017):	212
Home Phone:	302-384-2692
Note: If any of the above information is incorrect, please contact your Human Resources Dept.	
Alternate Contact Details	
Alternate Phone Number:	
Transfer	
I request a transfer to a different location.	
1.	--Choose Location--
2.	--Choose Location--
3.	--Choose Location--
4.	--Choose Location--
5.	--Choose Location--
Comments: (This comment section is to be used to list details about a position.)	
<input type="text"/>	
(500 of 500 Characters remaining)	
Submit Date	
Original Submit Date:	8/20/2016
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

5. Click on – Save and you are done or

6. Click on – Edit Transfer Request to make changes

Paraprofessional Request For Transfer

Thank you for your transfer request. Failure to accept an offer of a requested transfer within 48 hours, not including weekends and holidays, will be considered as rejection for the position being offered. **You will be allowed only one transfer per year.** Please print this page for your records.

Please make sure that the Human Resources Office has your correct telephone number and address. If you will not be at the address on record in the Human Resources Office during the voluntary transfer period, which is 7/1/2016 to 5/30/2017. It is your responsibility to advise the Human Resources Office in writing where you may be contacted.

Edit Transfer Request

Paraprofessional Information	
Name:	Ellis, Kathryn K
Employee ID:	
Present Location:	Dupont High
Present Paraprofessional Field:	Instructional Aide Special Ed.
Seniority Date:	10/4/1999
Months of Service (as of 6/30/2017):	212
Home Phone:	302-384-2692
Note: If any of the above information is incorrect, please contact your Human Resources Dept.	
Alternate Contact Details	
Alternate Phone Number:	
Transfer	
I request a transfer to a different location.	
1.	Alexis I Dupont High
2.	--Choose Location--
3.	--Choose Location--
4.	--Choose Location--
5.	--Choose Location--
Comments: (This comment section is to be used to list specific grade levels or details about a position.)	
<input type="text"/>	
(limit: 500 Characters)	
www.dataservice.org	
<input type="button" value="Done"/>	