



TEACHER REQUEST FOR TRANSFER AND/OR INTRA-SCHOOL REASSIGNMENT

DOE OHR 200-010

Last Revised: 02/03/2015
Former DOE Form(s): 101b

DEPARTMENT OF EDUCATION
Office of Human Resources
Reclassification Unit
P.O. Box 2360 Honolulu, HI 96804

Transfer Request to
School: _____
Position: _____
Position Number: _____
Posting Announcement No.: _____

Intra-School Reassignment Request:
 I would like to be considered for a vacancy at this school in another subject or grade level for which I am qualified.

I. EMPLOYEE INFORMATION

Name: _____ Employee ID: _____
Last First M.I.
Address: _____ City: _____ State: _____ Zip: _____
Current School/Office: _____ School/Office Tel#: _____ Home Tel#: _____
This Tenured or Satisfactory Probationary (serving in last semester of probation)
Principal/Administrator Signature (optional): _____ Date: _____
MM/DD/YYYY

II. AREA(S) OF PREPARATION AND SENIORITY IN THE DEPARTMENT OF EDUCATION

Check Area(s) of preparation for which you are licensed by Hawaii:

- Elementary Early Childhood
- Middle School (List Highly Qualified Subjects): _____
- Secondary (List Highly Qualified Subjects): _____
- K-12 (List Highly Qualified Subjects): _____
- School Counselor School Librarian
- Special Education:
 Mild/Moderate Severe/Profound Other: _____
- Seniority: Years: _____ Months: _____

III. PROFESSIONAL EXPERIENCE, SPECIAL ABILITIES, AND TEACHING SKILLS

You may attach any additional information to this form to further inform the principal of your full qualifications.

Teaching Experience: (State with your most recent position. Add attachment if more space is needed.)

	School	Subject	Year(s)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Special Abilities (Drama, Newswriting, Coaching, Computers, etc.):

Other Experiences Related to the Assignment: (YWCA, Teaching Assignment, UH-English Department, etc.):

1. _____
2. _____
3. _____

Teaching Skills: List the specific job-related skills you possess that will enable you to perform effectively in this position.

1. _____
2. _____
3. _____

IV. CERTIFICATION

I hereby certify that the above information regarding my qualifications is accurate to the best of my knowledge and belief.

Teacher Legal Signature: _____

Date: _____

MM/DD/YYYY

V. INSTRUCTIONS FOR COMPLETING DOE OHR 200-010 TEACHER REQUEST FOR TRANSFER/INTRA-SCHOOL RE-ASSIGNMENT

General Information

The DOE OHR 200-010 is the mechanism to indicate a teacher's interest in an advertised vacancy or an intra-school re-assignment. A completed form must be received by the principal of the school which listed the vacancy within the posting period. Forms received after the closing date of the posting period may not be considered.

A completed copy of the DOE OHR 200-010 must be submitted (at the earliest time possible) to the home school principal of the teacher who is requesting intra-school re-assignment.

Duplicate the DOE OHR 200-010 as needed.

DOE OHR 200-010 - Teacher Request for Transfer Instructions:

1. Teacher initiates request to transfer and/or for re-assignment by indication on the DOE OHR 200-010, Teacher Request for Transfer/Intra-School Re-Assignment.
2. Principal/Supervisor acknowledgement of request to transfer and/or for re-assignment will be verified by dated signature on this form and distributed accordingly (optional).
3. A teacher requesting a transfer must ensure that the form is fully completed and submitted in a timely manner.
4. Distribution of DOE OHR 200-010 - The completed DOE OHR 200-010 must be reproduced and distributed to the following:
 - a) the principal/supervisor who listed the vacancy,
 - b) the appropriate Personnel Officer of the school district to which transfer is requested,
 - c) your respective Personnel Officer, and
 - d) employee copy.

If requesting intra-school re-assignment, the completed DOE OHR 200-010 is submitted to only your present principal. Keep one (1) copy for your record.

VI. DIRECTORY OF PERSONNEL REGIONAL OFFICERS

Honolulu Personnel Regional Office
4967 Kilauea Avenue
Honolulu, HI 96816
Telephone: 733-4870

Leeward Personnel Regional Office
601 Kamokila Boulevard #588
Kapolei, HI 96707
Telephone: 692-8007

Maui Personnel Regional Office
54 High Street, 4th Floor
Wailuku, HI 96793
Telephone: 984-8010

Central Personnel Regional Office
1122 Mapunapuna Street Suite #200
Honolulu, HI 96819
Telephone 831-6855

Windward Personnel Regional Office
46-169 Kamehameha Highway
Kaneohe, HI 96744
Telephone: 233-5703

Kauai Personnel Regional Office
3060 Eiwa Street
Lihue, HI 96766
Telephone: 274-3506

Hawaii Personnel Regional Office
75 Aupuni Street, Room 203
Hilo, HI 96720
Telephone: 974-6605