

Transfer Policy

When in the best interest of the school district, employees of Laramie County School District #2 are subject to transfer to a different position within a building or employment within Laramie County School District #2. Each employee has the right to request transfer to any vacant position for which he/she is qualified or certified if certification is required. Certified teachers are subject to guidelines established in policy GCI-R-1.

Within building assignment transfers or intra-department assignment transfers are the prerogative of the supervising administrator/principal/director. A current part-time certified teacher may be transferred to a full-time position if such position is available in the same building, based on the recommendation of the building administrator, providing such a position is approved for the school by the Board of Trustees. No other transfer shall become official until it has the recommendation of the Superintendent of Schools and approval of the Board of Trustees.

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