

New York City Department of Health and Mental Hygiene
New York City Department of Education
Office of School Health
Public Health Nurse / School Health Nurse

TRANSFER REQUEST FORM

This form is to be used for NPS and Charter School Nurses without computer access. Nurses with computer access are encouraged to apply online. Please read the information below carefully before completing this document.

Name: _____ Title: _____

Telephone # where you can be reached during the school day if needed _____

Date Submitted: _____ Signature: _____

I am requesting a transfer from my present assignment to the posted vacancy (ies) shown below.

Postings are open to incumbents exclusively for the first 30 days that the vacancies are posted on the DOHMH/ DOE intranet Web sites. After 30 days, the vacancies will be available to both incumbents and non DOHMH/DOE nurses.

Note: Transfers will occur twice per year in February after school break and on the first day of school in September. Transfer Requests for September must be received on or before May 30th, and Transfer Requests for February must be received on or before November 30th.

TRANSFER FROM

Region _____ District _____

School _____

TRANSFER TO POSTED VACANCY

1st Choice Region _____ District _____

School _____

2nd Choice Region _____ District _____

School _____

PREVIOUS TRANSFER (MUST PROVIDE THIS INFORMATION)

Date _____ School _____

Please note the following:

- All transfers are subject to a successful Principal Meeting.
- DOHMH Nurses cannot apply for D75 vacancies.
- D75 and Regional DOE Nurses cannot apply for Non-Public School vacancies.
- D75 Nurses transferring to a Regional position will assume the full role of the school nurse.
- DOHMH Nurses in Public Schools (35 hrs) requesting transfers to Non-Public Schools will have their hours reduced to 30 hours and increased to 35 hours if transferring from a Non-Public to a Public School.
- All Office of School Health nurses (DOE and DOHMH) without computer access must fax their transfer requests to **Lisa Seales-Pearson at 347-396-8951**. Please email **Lisa at lseales@health.nyc.gov** to verify that your request has been received.
- The Vacancy List for subsequent transfer periods is not updated until after the effective transfer dates: after February Break and after the first day of school in September.

Criteria

- Minimum of one year combined employment with either agency (DOE/DOHMH). Newly hired employees must have at least one (1) year's service.
- One transfer per year unless there are special circumstances (exceptions require supervisory approval).

Process

When a vacancy is posted, incumbent personnel have a 30 day period in which to apply before the vacancy can be filled from outside sources. All nurses requesting to be considered for a transfer must submit a required paragraph of approximately 150 words or less and briefly describe why they think that they are the best candidate for the transfer. You may include any pertinent work history or special interest areas.

Schools with multiple requests will be reviewed by the Transfer Committee. The building principal will be notified of the Transfer Committee Meeting and be given the opportunity to participate. After reviewing the written submissions, the Transfer Committee will list the candidates in order of preference for recommendation. Once the decision is finalized, the candidate is notified of the Principal Meeting.