



## **MEMO**

**TO:** All Educators

**FROM:** Mary Filippone  
Personnel Coordinator

**DATE:** January

**SUBJECT:** Teacher Transfer List

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Each year, beginning in the month of January, teachers may request to be considered for a transfer to another Catholic school within the Diocese of Wilmington. If you are interested in the opportunity to transfer to another Catholic school, please contact me at 302-573-3133 or [mfilippone@cdow.org](mailto:mfilippone@cdow.org). You will be asked to complete a transfer list information form before being placed on the **Catholic Schools Office Teacher Transfer List**. The form will be provided via email once a request has been received.

The **Catholic Schools Office Teacher Transfer List** is posted to the CSO Intranet (Personnel Resources for Administrators) beginning March 1 and is updated weekly until the end of June. Teachers will remain on the transfer list until they are placed in another school, ask to be removed from the list, or make a commitment to their current school. **Because the transfer list is available to all administrators, it is important for you to inform your current administrator of your request for transfer. Any teacher requesting a transfer must also work with their administrator to develop a realistic deadline for making a commitment to his/her current school.**

Your interest in Catholic School education is appreciated and, if there is a suitable transfer opportunity, the Catholic Schools Office will work with you to facilitate the process.

God bless you in your ministry of teaching!