



MEMO

TO: All Educators

FROM: Mary Filippone
Personnel Coordinator

DATE: January

SUBJECT: Teacher/Staff Transfer List

Each year, beginning in the month of January, teachers/staff members 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. You will be asked to complete a Transfer List Information Sheet before being placed on the Diocesan Teacher/Staff Transfer List. This form will be emailed to you once I receive your request for transfer.

The Teacher/Staff 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/staff members who wish to be placed on the Transfer List will remain on the list until they are placed in another school, ask to be removed from the list, or make a commitment to their current school. **Because this list is circulated to all principals, it is important for you to let your current principal know of your interest in a transfer prior to contacting me. You must also work out a realistic timeline with your principal of when a commitment must be made to your current school.**

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

God bless you in your ministry!