



SUMTER SCHOOL DISTRICT

1345 Wilson Hall Road • PO Drawer 2039 • Sumter, South Carolina 29151-2039 • (T) 803.469.6900 • (F) 803.469.3769

REQUEST FOR TRANSFER OF ACCRUED SICK LEAVE/CONTRACT STATUS

TO: _____
Former School District/State Agency

Address

City, State, Zip Code

RE: _____
Name of District Employee

Social Security Number

Signature of Employee Making Request

Date

Contract Status as of Separation Date:

Induction Annual-1 Annual-2 Continuing Other _____

Number of Days of Accrued Sick Leave to Transfer: _____

Signature of Verifying Official

Date

Title

Return this completed form to:

Sumter School District
Attn: Personnel
1345 Wilson Hall Road
Sumter, SC 29150

Vision - Sumter School District will educate all students to embrace diversity, act responsibly, and contribute positively in a competitive, global society.

Mission - The mission of Sumter School District is to equip students to be responsible, successful, and productive citizens in a global society.

Sumter School District is an equal opportunity employer.