

# Inservice History Transfer Request

Request the transfer of inservice history from Bay District Schools to another FL District

FL DOE Inservice Teacher Education Transfer Record

## Personal Information:

Full Name: \_\_\_\_\_

Social Security # Last 4 Digits: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Would you like an unofficial copy of your transcript emailed to you? Yes \_\_ No \_\_

## Information while employed with Bay District Schools:

Name (same as above) or a.k.a: \_\_\_\_\_

BDS Employee # (if recall): \_\_\_\_\_

School: \_\_\_\_\_

## Transfer Information:

Name of School District Receiving Points: \_\_\_\_\_

District Contact's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

\*Transfer will be sent to District Contact's email unless mailing is required. If so,

District Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

Complete the form, sign and return: email to Jenna Gortemoller at [gortevf@bay.k12.fl.us](mailto:gortevf@bay.k12.fl.us). Fax to (850) 747-5697.

Or mail to Bay District Schools, Staff Development, 1311 Balboa Avenue, Panama City, FL 32401.