



**ARCHDIOCESE  
of PHILADELPHIA  
SCHOOLS**  
AMERICA'S FIRST CATHOLIC SCHOOLS

---

Office of Catholic Education  
222 North Seventeenth Street ~ Philadelphia, Pennsylvania 19103-1299

TO: Principals

FROM: James J. Molnar  
Human Resources Director

RE: Application for Permanent Voluntary Transfer /  
Temporary Transfer / Teacher Swap

DATE: March 1, 2024

---

Please post the attached transfer application form in the faculty room and email this information to all teachers.

An electronic version is also available on the Educator Portal.

If you have any questions, please do not hesitate to contact me by email at [jmolnar@archphila.org](mailto:jmolnar@archphila.org).

Thank you.



**Office of Catholic Education  
Transfer Application Form 2024-2025**

Please choose: I am applying for:

Permanent Voluntary Transfer       Temporary Transfer       Teacher Swap

NAME \_\_\_\_\_

Present School \_\_\_\_\_

System Seniority \_\_\_\_\_      School Seniority \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

Personal Email \_\_\_\_\_

Subjects which you are qualified to teach (18 or 24 credits\*) or you have a teaching competency in the subject [\*For teachers hired after September 1, 1982 the competency requirement is 24 credits]:

\_\_\_\_\_  
\_\_\_\_\_

Your current roster \_\_\_\_\_

**In order of preference, list the top three schools to which you would like to transfer.**  
If there are other schools to which you would consider transferring, please attach a page listing those additional schools in order of preference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please return this form to:  
Barbara Guiliano, Human Resources Assistant OCE [bguiliano@archphila.org](mailto:bguiliano@archphila.org)

All Applications must be received by the Office of Catholic Education on or before April 2, 2024