

The Nassau County School District

1201 Atlantic Avenue
Fernandina Beach, Florida 32034



“Empowering Others Through a Commitment to Excellence”

Kathy K. Burns, Ed.D.
Superintendent of Schools

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REQUEST FOR TRANSFER OF SICK LEAVE TO ANOTHER FLORIDA SCHOOL SYSTEM

Please submit this form to the Human Resources Department for processing. The signed document may be hand delivered to the Human Resources Department, faxed to (904) 277-9039 or emailed to the district's employment verification box: employmentverification@nassau.k12.fl.us.

Requests require verification from the Business Services Department and approval by the Superintendent. Once processed, a letter detailing your sick leave will be sent to the receiving district and a courtesy copy will be mailed to you.

EMPLOYEE INFORMATION

Employee Name: _____

Date of Birth: _____ / _____ / _____ Last Four of SSN: XXX-XX-_____

Mailing Address: _____

Employee Type _____ Administrative _____ Instructional _____ Noninstructional

RECEIVING DISTRICT

School District: _____

Mailing Address: _____

Attention: _____

Telephone Number: _____

DATE

SIGNATURE

Created 7/16/19 L.Robert

Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices.