



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: February 28, 2025

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.

Thank you.



**Office of Catholic Education
Transfer Application Form 2025-2026**

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

All Applications must be received by the Office of Catholic Education on or before April 1, 2025

DEADLINE FOR TRANSFERS to be offered is JULY 25, 2025