

# Transfer Records



When transferring in from another district, you need to request your previous district to complete and send the official OTE-206 Transfer Record Form to the Professional Development Center at [PDC@yourcharlotteschools.net](mailto:PDC@yourcharlotteschools.net). You can find the Transfer Request Form in Records under Files and then go to the Professional Development folder.



## CCPS - Inservice Record Transfer Request

Full Name required

 

Job Title

Primary Location required

 

If you have previously worked in another school district, to transfer your inservice record you **MUST** have the attached form OTE-206 completed by the former school district. Please download the form below and forward to your previous district:

Transcripts received without the attached form will not be considered.

Florida Department of Education Inservice Teacher Education Transfer Record: OTE-206

[Blank Transfer Form-FLDOE-OTE206.doc](#)

## Previous district must send the completed form and inservice transcript to:

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Charlotte County Public Schools  
22362 Hancock Ave  
Port Charlotte, FL 33980

(941)255-7576

Have you completed the Florida required Youth Mental Health First Aid training? If yes, you must upload a copy of the certificate below. required

 

F.S. 1012.584 Continuing education and inservice training for youth mental health awareness and assistance.