

CERTIFICATED REQUEST FOR TRANSFER

RETURN THIS FORM TO HUMAN RESOURCES ON OR BEFORE APRIL 15.

Name _____ Date _____ Yrs in District: _____
(Please print)

Present Assignment: _____ / _____ Yrs in present location: _____
(Grade level/subject) (Location)

Requesting to transfer to: (List in order of preference if more than one)

	School or Area	Grade level and/or subject
1.		
2.		
3.		
Reason for transfer request:		
Specific valid California credentials held: Degrees held:		

-- Must be signed by employee before process can begin --

Employee Signature

Date

(THIS SECTION TO BE COMPLETED IN THE HUMAN RESOURCES OFFICE)

Requested principal(s) notified: _____

Action taken: Transferred to: _____

Not transferred

Comments: _____

Signature, Assistant Superintendent, Human Resources