

**CULVER CITY UNIFIED SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES**

TEACHER TRANSFER REQUEST

I _____ hereby request a transfer from:

(Print Name)

Present school location _____

Present grade, subject, or program assignment _____

To the following:

Desired school location: (rank order)

1. _____

2. _____

3. _____

Desired grade, subject, or program assignment for which you have a valid credential authorization to teach:

(rank order)

1. _____

2. _____

3. _____

Effective date: _____

Date

Teacher's signature

Date

Present principal's signature

Please indicate your desire:

_____ I hereby request this transfer request remain active during the summer months.

_____ I hereby request this transfer request be deactivated if not honored by the last day of this school year.

This form must be filed in the Office of Human Resources prior to May 1. For specific information, please refer to Article VIII, Section 3 of the Certificated Employment Agreement.