

# HUNTINGTON BEACH CITY SCHOOL DISTRICT

## Certificated Employee Request for Voluntary Transfer

Collective Bargaining Agreement  
Section 13.2

1. Teacher completes Request
2. Teacher forwards Request to Human Resources Office.
3. Request may be withdrawn prior to confirmation that the transfer has been affected.

\_\_\_\_\_  
Employee Requesting Transfer

\_\_\_\_\_  
Date

**I would like to be considered for the following vacancy:**

<u>School</u>	<u>Grade</u>	<u>School</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CURRENT ASSIGNMENT:**

School \_\_\_\_\_ Grade Level/Subject \_\_\_\_\_

Principal's Signature (for acknowledgement only) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**(Human Resources Use)**

Acknowledgement:

Date \_\_\_\_\_ By \_\_\_\_\_