



# Certificated Personnel Transfer Request

(To be used for teacher-initiated transfer)

To: **Human Resources**

From: \_\_\_\_\_  
Please Print

Site: \_\_\_\_\_

I would like to request a transfer for the 20\_\_ / \_\_ school year for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheet if more space is needed

My preferences for school are indicated in first, second, and third order as follows:

	<u>Site</u>	<u>Grade / Subject</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

I understand that submission of this transfer request does not guarantee that a transfer will be approved. Final determination of any transfer will be made by the District.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Current Assignment (grade or subject): \_\_\_\_\_

I currently hold the following credential(s):

Multiple Subject     Single Subject \_\_\_\_\_     CLAD

Subject Area(s)

Special Ed. \_\_\_\_\_     Other \_\_\_\_\_  
Level/Type

Date Received: \_\_\_\_\_

Request Active Until: \_\_\_\_\_

Approved/Assignment: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

Not Approved

Chief Personnel Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**ORIGINAL:**                      **Human Resources**

**COPY: Employee File**