



## Request for Transfer Form

### Certificated Employees

**Instructions:**

To request a transfer, complete this form and submit it to Human Resources for consideration.

### Article V – Transfers

#### Section 3 – Voluntary Transfers

- 3.1 *A unit member may request voluntary transfer to fill a posted unstaffed position to take effect during the school year or at the beginning of the next school year. In either event, the request shall be made on a district “Request for Transfer” form and sent to the District Human Resources Office prior to the close of the posting period.*
- 3.2 *Unit members may file application for any or all posted positions for which they qualify and may request interviews with appropriate principals or program supervisors.*
- 3.3 *It will be normal practice to interview all applicants, but the District may use a preliminary screening and interview only those most qualified. Applicants for transfer who will not be interviewed will be so notified in writing.*
- 3.4 *Consideration will be given to all candidates who meet the established qualifications for ARTICLE V: TRANSFERS 16 the position. However, the final selection is at the discretion of the management of the District.*
- 3.5 *Ordinarily, probationary employees of the District are not eligible to be considered for voluntary transfer.*
- 3.6 *Unit members who are interviewed will be notified by telephone or in writing of the results of the interviews.*
- 3.7 *The procedures of this section shall be subject to the grievance procedures under Article X, Grievance Procedure, of this Agreement, but denial of a voluntary transfer is not subject to said grievance procedures.*

Full Name:	
Current Position:	Current Location:
Requested Position:	Requested Location:
Signature:	Date:

Your current Principal is aware of your transfer request: YES:

\_\_\_\_\_  
Principal – Requested Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent  
Human Resources and Student Services

\_\_\_\_\_  
Date

cc: Personnel File  
Employee