

GLENDALÉ UNIFIED SCHOOL DISTRICT
GLENDALÉ, CALIFORNIA

CHILD DEVELOPMENT & CHILD CARE EMPLOYEE TRANSFER REQUEST FORM

(Permanent and Probationary CDCC Teachers only)

This is an application for a voluntary transfer to a different school or work location for the following school year only. *The filing of this application does not guarantee a transfer.* Transfers are contingent upon available vacancies, department and school needs, credentials to perform the required services, training, qualifications, and selections by Principals, the CDCC Director, and Supervisors. Applications must be submitted to the employee's immediate supervisor for signature. It is the teacher's responsibility to ensure that applications are received in the Human Resources Office **no later than Friday, April 1, 2022, by 4:30PM, for the 2022-2023 school year.**

Name: _____ Date: _____

Home Phone: _____ Alternate Phone: _____

Present School: _____ Assignment: _____

Valid Credentials Held and Expiration Dates: _____

Request Transfer to
**(A maximum of eight
(8) schools may be
requested.)** You may
list a school even if no
vacancy currently exists.

1.	_____	2.	_____
3.	_____	4.	_____
5.	_____	6.	_____
7.	_____	8.	_____

Grade, or Subject
Preferences:
(must specify)

1.	_____
2.	_____
3.	_____

Reason for Transfer Request: _____

Supervisor's Signature

Employee's Signature