

GLENDALÉ UNIFIED SCHOOL DISTRICT
GLENDALÉ, CALIFORNIA

CERTIFICATED EMPLOYEE TRANSFER REQUEST FORM
(Permanent and Probationary 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, individual school needs, credentials to perform the required services, training, qualifications, and selections by the work site administrator or school principal. 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 4:30 PM, for the 2022-2023 school year.**

Name: _____ Date: _____

Home Phone: _____ Alternate Phone: _____

Present School: _____ Assignment: _____

Valid Credentials Held and Expiration Dates: _____

Teaching Authorizations: _____

Subject/Grades taught in the last three years; _____

Request Transfer to: 1. _____ 2. _____
(A maximum of eight (8) schools may be requested.) You may list a school even if no vacancy currently exists. 3. _____ 4. _____
5. _____ 6. _____
7. _____ 8. _____

Grade or Subject 1. _____
Preferences: 2. _____
(must specify) 3. _____

Reason for Transfer Request: _____

(Please note: Normally, once the traditional school year has begun, employees who have requested a transfer are expected to remain at their present school location or work site for the remainder of that year.)

Principal/Immediate Supervisor's Signature

Employee's Signature