

GLENDALE UNIFIED SCHOOL DISTRICT
GLENDALE, CALIFORNIA

COUNSELOR TRANSFER REQUEST FORM*

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 counselor's responsibility to ensure that applications are received in the Human Resources Office **no later than Friday, April 1st, 2020, 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:
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____

Reason for Transfer Request: _____

Principal/Immediate Supervisor's Signature

Employee's Signature

**This form should only be used for current counselors looking to transfer to another counselor position.*