

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

CERTIFICATED TRANSFER REQUEST

This Transfer Request form must be completed and submitted for each position for which you would like to apply and interview for. Employees may no longer submit a generalized transfer request. Transfer requests are site/position specific.

Teacher name: _____ Cell number: _____

I request to be transferred from _____, _____
(Current school site) (Position)

To _____ to teach _____
(Requested site) (Requested grade level/subject)

I CERTIFY THAT MY CREDENTIAL AUTHORIZES THE TEACHING OF THIS ASSIGNMENT.

Teacher Signature: _____ Date: _____

IMPORTANT INFORMATION

All transfer candidates must hold the appropriate credential and/or authorization at the time of the vacancy posting. Teacher unit members identified as temporary may not apply for transfer.

The bargaining unit member must complete and submit this Transfer Request form via email to transfer@conejousd.org for each posted position that the member is interested in interviewing for. **In the subject of the email, please place the position exactly as it is listed in the vacancy posting.** This form must be submitted on or before the closing time and date specified on the vacancy posting.

FOR OFFICE USE ONLY:

Credential Yes No

Employee Status Probationary Permanent

Eligible for Transfer Yes No

Notes: _____

Approved By: _____ Date: _____

Shauna B. Ashmore
Assistant Superintendent, Human Resources