

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL SERVICES**

**CERTIFICATED TRANSFER REQUEST**

This Transfer Request form must be completed and submitted for each position that 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 site and position)

to

to teach

(Requested site)

(Requested grade level/subject)

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

Teacher Signature:

Date:

(Type name)

**IMPORTANT INFORMATION**

All transfer candidates must hold the appropriate credential and/or authorization and meet the No Child Left Behind Qualified Status 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](mailto: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          | <input type="checkbox"/> | No        | <input type="checkbox"/> |
| NCLB Compliance       | Yes          | <input type="checkbox"/> | No        | <input type="checkbox"/> |
| Employee Status       | Probationary | <input type="checkbox"/> | Permanent | <input type="checkbox"/> |
| Eligible for Transfer | Yes          | <input type="checkbox"/> | No        | <input type="checkbox"/> |

Notes: \_\_\_\_\_

\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Mark McLaughlin, Assistant Superintendent  
Personnel Services