

PERSONNEL

03.2311 AP.2

~~CLASSIFIED PERSONNEL~~

Voluntary Transfer Request Form

~~This form must be submitted to the Superintendent/designee by April 15 for the coming school year. This transfer request form must be renewed annually if the employee still requests a transfer to another location within the District.~~

Name _____

Current Position/Location _____

Transfer requested to position/location _____

State below your reason for requesting this transfer. _____

Employee's Signature

Date

Signature of Superintendent/designee

Date

Review/Revised:8/13/2001