

MADERA UNIFIED SCHOOL DISTRICT

REQUEST TO TRANSFER FOR CERTIFICATED EMPLOYEES

A vacancy need not exist to apply for a transfer

To be completed and submitted to the Human Resources Department

NO LATER THAN March 1st- Requests after this date will not be considered

TO: Assistant Superintendent of HR Date:

Name:

Work Phone: Cell Phone: Home Phone:

Current Teaching Assignment:

Site: Subject/Grade: Years in Present Position:

Credential(s) Held:

Degree(s) Held:

Do you hold an EL Authorization? (i.e. ELA1, CLAD, BCLAD, SDAIE, etc.) Yes No

Co-Curricular Activities/Specialized Skills:

I am requesting a transfer to: (Please indicate all schools by name)

1st Choice: Additional Choices:

Subject/Grade Level(s):

I am NOT interested in transferring to the following site(s):

Signature

Date

FOR HUMAN RESOURCES USE ONLY

Transfer Approved for: Date:

New or Replacement position:

Transfer Not Approved

Teacher Notified Date:

Completion of this form does not guarantee the requestor a position at the school or site requested. The criteria in the Collective Bargaining Agreement 13.1.3 will apply to a request for transfer.