

**CERTIFICATED NON-SUPERVISORY EDUCATIONAL EMPLOYEES
TRANSFER INTEREST & PREFERENCES
FOR THE 2024-2025 SCHOOL YEAR**

NOTE: This form is for informational purposes only. Actual transfer requests must be completed through the on-line application process.

(Please print and complete in ink.)

Name _____

Home Address _____
(Street, City, State, Zip Code)

Current Position _____ Current Location _____

Endorsement(s) _____

VOLUNTARY TRANSFERS:

Per Section 5.11 – Assignment and Transfer, Paragraph D.4.a, the District shall solicit interest and preferences for voluntary transfers from all employees. Please complete this form showing your preferences of buildings/programs and assignments. This form must be completed and submitted to Human Resources by March 31, 2024.

NOTE: Per Section 5.11 – Assignment and Transfer, Paragraph D.4.b, employees seeking a voluntary transfer for the following school year shall submit a transfer request in response to an internal or external posting. The transfer request is separate from this Preferences and Interest Form. Your request for a transfer must be submitted through the on-line application system as an in-district applicant at the time of the posting of the opening. This form is not a transfer request.

I am interested in transferring to the following buildings, programs and assignments:

Buildings/Programs	Assignments <i>(Specific Grade or Subject)</i>
1.	1. 2.
2.	1. 2.
3.	1. 2.
4.	1. 2.
5.	1. 2.
6.	1. 2.

Employee's Signature

Date

Complete and submit to Human Resources between March 1 – 31, 2024