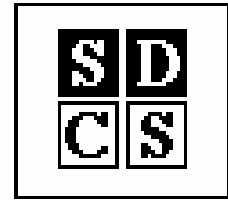


TRANSFER REQUEST – CERTIFICATED PERSONNEL

EDUCATION CENTER ♦ 4100 Normal St, San Diego, CA 92103-2682 ♦ (619) 725-8037



Please submit completed form to Human Resource Services Division, Room 1241

Please check appropriate box:

- REGULAR TRANSFER – will be kept active from the date filed to the beginning of the following school year
- POST & BID POSITIONS ONLY – will not be considered for other than the post and bid process
- REASSIGNMENT PREFERENCE – declared in “Excess” and to be utilized for reassignment purposes
- RETURNING FROM LEAVE OF ABSENCE – will be utilized to reactivate employment status

Name (last, first middle) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.		Employee ID	Date Prepared
Present Address (street and number) City State Zip Code		Telephone No.	
Name of Present Location	Present grade level or subject area	Year(s) at present location	Presently on leave of absence <input type="checkbox"/> Yes <input type="checkbox"/> No
Most recent education or special training		CREDENTIALS	
Teaching Major	Teaching Minor		

PREVIOUS TEACHING EXPERIENCE (List most recent experience first.)		
SUBJECT AND/OR GRADE LEVEL	DATES	LOCATION

SPECIAL TRAINING, EXPERIENCE, INTEREST (Check all that apply.)		
<input type="checkbox"/> Journalism <input type="checkbox"/> Newspaper/yearbook <input type="checkbox"/> Drama/speech <input type="checkbox"/> Drill Team <input type="checkbox"/> Student Government	<input type="checkbox"/> Music—Play piano <input type="checkbox"/> Music—Chorus <input type="checkbox"/> Music—Band/Orch <input type="checkbox"/> Foreign Language: _____ <input type="checkbox"/> Librarian	<input type="checkbox"/> Coach _____ <input type="checkbox"/> Other _____

TRANSFER PREFERENCES (Not necessarily for bidding only.)		
SUBJECT AND/OR GRADE LEVEL	AREA OF CITY	SCHOOL(S)
1 st Choice	1 st Choice	
2 nd Choice	2 nd Choice	
3 rd Choice	3 rd Choice	

COMMENTS:

FOR OFFICE USE ONLY		
SCHOOL ASSIGNED	EFFECTIVE DATE	COMMENTS
SUBJECT/GRADE	LINE No. CODE	
NOTATIONS		

RETURN TO: Human Resource Services Division, Room 1241