

**San Diego Unified School District
Human Resource Services Division**

CLASSIFIED EMPLOYEE TRANSFER REQUEST

Instructions: Refer to District Procedure 7480 and the appropriate transfer article of your Collective Negotiations Contract. Clearly print all information requested below and forward completed form to Eugene Brucker Education Center, Annex 9. Human Resource Services Division will review all transfer request forms. A permanent or permanent/probationary employee may request a transfer from one site or program to another within the same job classification or to a different job classification within the same job family at any time. An employee may request to transfer to a position in a different classification within the same job family if the position has the same or lower maximum rate of pay and is deemed to be sufficiently related in terms of skills, knowledge and abilities.

Transfer requests are kept active for one calendar year from the date submitted to Human Resources Services. It is the responsibility of the employee to keep transfer requests current and to request that it be removed.

<u>Last Name</u>	<u>First Name</u>	<u>Employee ID #</u>

<u>Current Job Title</u>	<u>Work Location</u>
<u>Home Phone #</u>	<u>Work Phone #</u>

Specify job titles requested for transfer including present job title if applicable:

Acceptable Months (check one or more): <input type="checkbox"/> Any Months <input type="checkbox"/> 12 Months <input type="checkbox"/> 11 Months <input type="checkbox"/> 10 Months
Acceptable Hours (check one or more): <input type="checkbox"/> Any Hours <input type="checkbox"/> 8 Hours <input type="checkbox"/> 6 Hours <input type="checkbox"/> 4 Hours <input type="checkbox"/> 7 Hours <input type="checkbox"/> 5 Hours <input type="checkbox"/> 3.5 Hours or Less
Using the map on the reverse of this form, check one or more areas you would consider for transfer: <input type="checkbox"/> Any Area <input type="checkbox"/> Area A <input type="checkbox"/> Area B <input type="checkbox"/> Area C <input type="checkbox"/> Area D <input type="checkbox"/> Area E <input type="checkbox"/> Area F

Additional skills, knowledge, and/or qualifications you wish to have considered regarding this transfer request (e.g. computer skills, foreign language, writing skills, etc.):

Employee's Signature

Date

<u>For Human Resource Services Division use only:</u>		
<input type="checkbox"/> Not Approved because _____		
<input type="checkbox"/> Approved	HR Analyst _____	Date _____

SECTION A

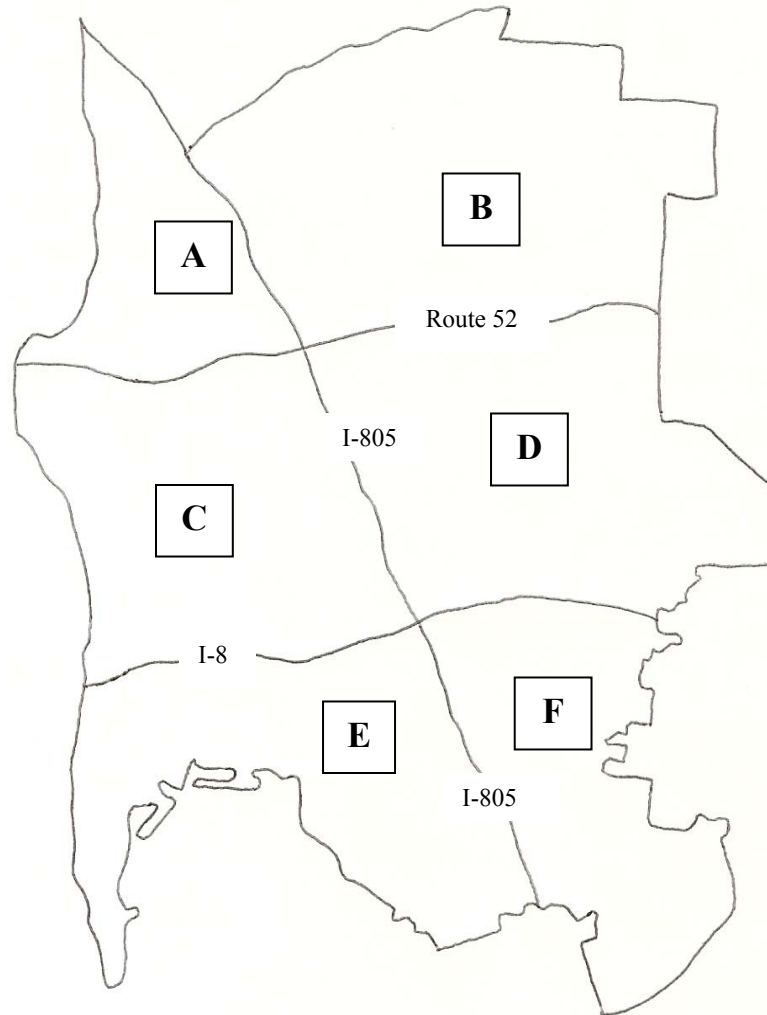
CURIE
DOYLE
PREUSS
SPRECKELS
STANDLEY
TORREY PINES
UNIVERSITY CITY

SECTION B

AUDEO
CHALLENGER
CHARTER SCHOOL OF SD
DINGEMAN
ELLEN B. SCRIPPS
ERICSON
HAGE
HICKMAN
JERABEK
LEARNING CHOICE
MARSHALL MS
MASON
MIRA MESA HIGH
MIRAMAR RANCH
SANDBURG
SCRIPPS RANCH
TWIN MESA
WALKER
WANGENHEIM

SECTION C

A.L.B.A. ELEMENTARY
A.L.B.A. MIDDLE
ALCOTT
BAY PARK
BAYVIEW TERRACE
BIRD ROCK
CADMAN
CARSON
CHESTERTON
CLAIREMONT
CREATIVE PERFORMANCE
& MEDIA ARTS
CROWN POINT
DEL SOL ACADEMY
FIELD
FLETCHER
FOOD SERVICES
HAWTHORNE
HOLMES
INST. MEDIA CTR
JOHN MUIR
KEARNY HIGH COMPLEX
KROC
LA JOLLA ELEM
LA JOLLA HIGH
LAFAYETTE
LINDA VISTA
LINDA VISTA ANNEX
LINDBERGH/ SCHWEITZER
LONGFELLOW
MADISON
MARSTON
MISSION BAY
MISSION BEACH CTR
MONTGOMERY
MT. EVEREST
MUIRLANDS
PACIFIC BEACH CTR
PACIFIC BEACH ELEM
PACIFIC BEACH MS
REVERE CENTER
RILEY/NEW DAWN
ROSS
SAN DIEGO METRO
SEQUOIA
SESSIONS
TOLER
TWIN
WHITMAN
WHITTIER
WIGGIN CENTER



NORTH PARK
OCEAN BEACH
PERKINS
POINT LOMA
POLINSKI
RODRIGUEZ
ROOSEVELT
ROWAN
SAN DIEGO HIGH
COMPLEX
SAN DIEGO COOPERATIVE
SILVER GATE
SUNSET VIEW
WASHINGTON

SECTION F

A.L.B.A. HIGH
ADAMS
AUDUBON
BELL
BETHUNE
BOONE
CARVER
CENTRAL
CHEROKEE POINT
CHOLLAS/MEAD
CLARK
CLAY
CONSERVATION ACAD
CRAWFORD COMPLEX
DARNALL
EDISON
ENCANTO
EUCLID
FANNO PROMISE
FRANKLIN
FREESE
FULTON
GOMPERS MIDDLE
HAMILTON
HARDY
HOLLY DRIVE
HOOVER
HORTON
IBARRA
IFTIN
JACKSON
JOHNSON
JOYNER
KEILLER LDRSHIP ACAD
KNOX
LANGUAGE ACADEMY
LEE
LINCOLN COMPLEX
MANN
MARSHALL
MORSE
NORMAL HEIGHTS
NUBIA
NYE
O'FARRELL
OAK PARK
PARADISE HILLS
PENN
PERRY
PORTER
ROLANDO PARK
ROSA PARKS
SCHOOL OF CREATIVE &
PERFORMING ARTS
TUBMAN VILLAGE CHTR
VALENCIA PARK
WEBSTER
WILSON
ZAMORANO

SECTION D

ANGIER
BENCHLEY/ WEINBERGER
CARDINAL LANE/SUP CTR
CLEVELAND EVAL CTR
CUBBERLEY
DAILARD
De PORTOLA
FARB
FOSTER
GAGE
GREEN
HANCOCK
HEARST
HENRY
JONES
JUAREZ
KUMEYAAY
LEWIS
MAINT & OPERATIONS
MARVIN
MILLER
MOMENTUM
PERSHING
PUPIL TRANSPORTATION DEPT
SERRA
TAFT
TIERRASANTA
VISTA GRANDE
WEGEFORTH

SECTION E

BAKER
BALBOA

BARNARD
BIRNEY
BURBANK
CABRILLO
CHAVEZ
CITY ARTS
CORREIA
CORTEZ HILL
DANA
DEWEY
E. BRUCKER ED CTR
EINSTEIN
EINSTEIN MIDDLE
EMERSON/ BANDINI
EXPLORER ELEM
FLORENCE
GARFIELD ELEM
GARFIELD HIGH
GOLDEN HILL
GRANT
H. BALLARD PNT CTR
HIGH TECH HIGH Cmplx
HIGH TECH MID Cmplx
JEFFERSON
JOLA COMMUNITY CHARTER
KIMBROUGH
KING - CHAVEZ COMPLEX
KIPP ADELANTE
LOGAN
LOMA PORTAL
McGILL
McKINLEY
MEMORIAL
MUSEUM SCHOOL