



PERSONNEL DEPARTMENT  
10293 Bloomfield Street  
Los Alamitos, CA 90720  
(562)799-4700

For Office Use Only

DATE: \_\_\_\_\_

SUBJECT: CLASSIFIED  
CHANGE OF STATUS REQUEST

TO: Classified Personnel Specialist

I am an employee with permanent status:  Yes  No

**Note: Probationary employees are not eligible to request a voluntary transfer except under unusual circumstances.  
See Contract/Rules.**

Name: \_\_\_\_\_ Emp ID#: \_\_\_\_\_  
Current Classification: \_\_\_\_\_  
Work Location: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_

I wish to be considered for the following:

- Increase in hours
- Transfer within my present classification.
- Related Class Transfer to the following classification: \_\_\_\_\_

*(Related Class Transfer must fall within the same or lower salary range and within the same job family classification; subject to approval by the Personnel Commission.)*

Please indicate your preference in each of the following categories:

**SITE:**  High School  Middle School  Elementary School  Non-School Sites

**CALENDAR:**  12 month  11 month  10-10.5 month  9.5 month

**HOURS PER WEEK:**  40 hours/week  20-39 hours/week  Less than 20 hours/week

Employee Signature: \_\_\_\_\_