



# Oxnard Union High School District

## TRANSFER REQUEST

- CERTIFICATED [Certificated Unit Agreement: Article 12]
- CLASSIFIED [Classified Unit Agreement: Article 14]
- PARAEDUCATOR [Paraeducator Unit Agreement: Article 12]
- CAMPUS SUPERVISOR [Campus Supervisor Unit Agreement: Article 12]

Please refer to the appropriate contract provisions of your Agreement for detailed information, including priorities and restrictions.

### CURRENT INFORMATION

Employee Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Current Position: \_\_\_\_\_ Location: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone# \_\_\_\_\_

### TRANSFER REQUEST

1<sup>st</sup> CHOICE: Position: \_\_\_\_\_ Location: \_\_\_\_\_

2<sup>nd</sup> CHOICE: Position: \_\_\_\_\_ Location: \_\_\_\_\_

3<sup>rd</sup> CHOICE: Position: \_\_\_\_\_ Location: \_\_\_\_\_

**I authorize the Oxnard Union High School District to submit the preceding changes to the appropriate departments:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Administrator Signature

\_\_\_\_\_  
Date

To be completed by Human Resources:

Transfer Request Approved

Transfer Request Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_