



Woodburn School District - Human Resources CLASSIFIED EMPLOYEE TRANSFER REQUEST

NOTE

This form may be used to request a transfer to a vacant district position within your classification.
This form may be submitted to the District Human Resources Office at any time.

Date Submitted: _____

Employee Name: _____

Current

Position: _____ Site/Department: _____

I request consideration for a transfer as follows:

To Location:

Comment:

Employee Signature

Date

NOTE

This transfer request will remain on file for 12 months.
SUBMIT THIS FORM TO THE DISTRICT HUMAN RESOURCES OFFICE.