



Woodburn School District - Human Resources LICENSED EMPLOYEE TRANSFER REQUEST

NOTE

This form may be submitted to the District Human Resources Office at any time.
It is not required to request an assignment change within your current building.

Date Submitted: _____

Employee Name: _____

Position: _____ Site/Department: _____

I request consideration for a transfer as follows:

To Location (In preference order):

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

For a Position as (In preference order):

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Comment:

Employee Signature

Date

NOTE

This transfer request will remain on file for 12 months or
until the first applicable vacancy has occurred, whichever is later.

SUBMIT THIS FORM TO THE DISTRICT HUMAN RESOURCES OFFICE.