

**WESTMINSTER SCHOOL DISTRICT  
Personnel Commission**

**Transfer Request Form**

**To: Classified Personnel**

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
(Please print your name)

**This is to notify you that I wish to move from my current assignment as**

\_\_\_\_\_ **at** \_\_\_\_\_  
(your classification) (location)

**to** \_\_\_\_\_ **at** \_\_\_\_\_  
(location)

**The reason for requesting transfer is** \_\_\_\_\_

\_\_\_\_\_

**Signed** \_\_\_\_\_

**Home phone #** \_\_\_\_\_

\*\*\*\*\*

Disposition of Request

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
Director Classified Personnel (Date)

Request submitted to: \_\_\_\_\_ (Date)  
(Hiring Supervisor)

\_\_\_\_\_

\_\_\_\_\_