



HUMAN RESOURCES

MEMORANDUM

TO: All Certificated Employees
FROM: Tammy Jalique, Associate Superintendent of Human Resources
DATE: December 15, 2023
RE: 2024/2025 Voluntary Transfer Requests

This notification is to provide all Tracy Unified School District certificated staff with an opportunity to request a transfer/reassignment for the 2024/2025 school year, pursuant to the current master agreement.

If you are interested in a transfer to another site, please complete the attached Transfer Request Form and return the completed form to Diana Murray in the Human Resources Office **on or before March 1, 2024**

Specific requests for changes in assignment and/or grade levels at your current site should be discussed with your site administrator. Site administrators retain autonomy to assign staff at their respective sites.

A request for transfer may be withdrawn at any time prior to official notification of transfer approval.

Additional information or comments may be written at the bottom of the form, or attached on a separate sheet of paper.

2024/2025 VOLUNTARY TRANSFER REQUEST FORM

Name: _____

PLEASE PRINT

Phone Number: _____ Employee ID#: _____

Current Site: _____

Current Assignment: _____

Credential(s) Held: _____

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I request a transfer for the 2024-2025 school year to:

CHOICE #1:

SCHOOL SITE

ASSIGNMENT / GRADE LEVEL

CHOICE #2:

SCHOOL SITE

ASSIGNMENT / GRADE LEVEL

CHOICE #3:

SCHOOL SITE

ASSIGNMENT / GRADE LEVEL

Teacher: _____ Date: _____

SIGNATURE

If you feel additional information or comments are necessary for the processing of this request, please use the space below or attach a separate sheet with your explanation.