Pasadena Unified School District
Human Resources
351 S. Hudson Ave-Pasadena-CA-91109
(626) 396-3600 ▪ FAX (626) 584-1658

VOLUNTARY TRANSFER REQUEST FORM

NAME _____ DATE _____

EID# _____ HOME PHONE _____

PRESENT POSITION _____ PERMANENT_____PROBATIONARY_____

LOCATION _____ YEARS AT LOCATION _____

ASSIGNMENT _____

CREDENTIAL _____

PREFERRED POSITION

1. _____ _____
LOCATION GRADE SUBJECT

2. _____ _____
LOCATION GRADE SUBJECT

3. _____ _____
LOCATION GRADE SUBJECT

REASON FOR REQUEST:_____

_____

SIGNATURE _____

_____I request that my application for transfer be kept confidential and that the supervisor at my work site not be notified by the District of the application (7.3.6).

For Office Use Only:

INTERVIEW FOR:

LOCATION _____ POSITION _____ DATE_____

LOCATION _____ POSITION _____ DATE_____

LOCATION _____ POSITION _____ DATE_____

ACTION TAKEN: _____

TRANSFER GRANTED TO: _____

HUMAN RESOURCES DIRECTOR _____ DATE_____
SIGNATURE

Our Children-Learning Today-Leading Tomorrow