SNOHOMISH SCHOOL DISTRICT

CERTIFICATED GENERIC TRANSFER REQUEST FORM
(For use by current certificated district employees only.)

Current certificated staff requesting a transfer to an unspecified position for the following school year should complete the following information and return this form to Human Resource Services.

Requests shall be in accordance with the following per Section 5.12, D,1.a.(1) and (2) of the SEA Collective Bargaining Agreement:

(1) *A transfer request form shall be completed and submitted to Human Resource Services* ***no later than March 1.***

(2) *Requests shall be considered active until August 15 of that year*.

Name_____ Phone_____

Address_____

Current position _____ _____ _____ _____
Subject and/or Grade Level *FTE* *Building(s)* *Phone Ext.*

Position #1 requested _____ _____ _____
Subject and/or Grade Level *FTE* *Building*

Position #2 requested _____ _____ _____
Subject and/or Grade Level *FTE* *Building*

_____ _____
Applicant's Signature Date

The final decision for assignment rests with the Superintendent.

Human Resource Services Use Only

Exp:_____ Credits:_____ Endorsement(s):_____

☐ Request approved ☐ Request denied

_____ _____
Darryl Pernat Date
Executive Director of Human Resource Services