



**SANTA ROSA INDEPENDENT SCHOOL DISTRICT  
TRANSFER REQUEST FORM  
HUMAN RESOURCES DEPARTMENT**

- Employee transfer requests will be considered if received by the human resource department by Dr. Gregorio Camarillo, preceding the school year for which the transfer is desired.
- Proper qualifications, including certification, for the requested transfer is necessary.
- Send the signed, completed form to human resources.
- Human resources will contact you only if the receiving principal or supervisor requests an interview.

**Employee Information:**

Name \_\_\_\_\_ Employee number \_\_\_\_\_  
 Home address \_\_\_\_\_ Home phone number \_\_\_\_\_  
 Current assignment (campus, subject, grade level) \_\_\_\_\_  
 Certification (subject, grade level if applicable) \_\_\_\_\_  
 Professional training and experience \_\_\_\_\_

**Transfer Request Information:**

Reason for request \_\_\_\_\_  
 \_\_\_\_\_

**Specific assignment requested:**

First choice	_____	_____
	Campus/department	Subject, grade level, position
Second choice	_____	_____
	Campus/department	Subject, grade level, position

**Verification:**

Employee signature \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

*For office use only:*

Denied

Approved      Campus \_\_\_\_\_ Subject, grade, level \_\_\_\_\_

Receiving principal signature \_\_\_\_\_

Superintendent signature \_\_\_\_\_