South San Francisco Unified School District
Human Resources and Student Services

Request for Transfer Form – Certificated Staff

Per the Agreement between the District and SSFCTA, "A unit employee may request, in writing, a transfer from one school to another after completing one (1) year of satisfactory service in the District. Each request shall be made on the Request for Transfer form. **Transfer requests may be filed for any vacant position and/or for any position occupied by a temporary unit member**."

Name _____ Date _____

Location _____ Assignment _____

Credential(s) _____

Subject Strengths _____

Teaching Experience with SSFUSD:

_____ From_____ To _____

_____ From_____ To _____

_____ From_____ To _____

I am applying for the following vacant position (a separate Request for Transfer form must be completed for each vacancy that you are interested in):

Vacancy _____ Site _____

Rationale for transfer request:

_____

_____

_____

_____ _____
Teacher's Signature Date

_____ _____
Current Site Administrator's Signature Date

Received in HR on _____ By _____

2/6/13