



**WESTMINSTER SCHOOL DISTRICT  
Personnel Commission**

**Transfer Request Form**

**To: Classified Personnel**

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
(Please print your name)

**This is to notify you that I wish to move from my current assignment as**

\_\_\_\_\_ at \_\_\_\_\_  
(your classification) (location)

**to** \_\_\_\_\_ at \_\_\_\_\_  
(location)

**The reason for requesting transfer is** \_\_\_\_\_

\_\_\_\_\_

**Signed** \_\_\_\_\_

**Home phone #** \_\_\_\_\_

\*\*\*\*\*

**Disposition of Request**

**Approved:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Executive Director, Human Resources (Date)

**Request submitted to:** \_\_\_\_\_  
(Hiring Supervisor) (Date)

\_\_\_\_\_

\_\_\_\_\_