Employee Name	Current Assignment	Campus/Department
List All Certifications:		
		2022-2023
1 st Assignment Requested	Campus/Department	
		2022-2023
2 nd Assignment Requested	Campus/Department	
		2022-2023
3 rd Assignment Requested	Campus/Department	
Date of Request	Applicant Signature	
Not Approved: (State Reason)		
Approved: $\Box 1^{st} \Box 2^{nd} \Box 3^{rd}$		
	Date	Current Supervisor
	**************************************	*********
□ Not Eligible: □ Background □ Certifica	tion \Box HQ \Box Other	
🗆 Eligible:		
Date	Director of Human Resources	
******	*****	*****

<u>Transfer Procedures</u>: A request for transfer does not guarantee approval. Each request is considered based on the qualifications, and the needs of the district and campus/department. In order to be considered, please complete the request form and send to Human Resources.

Transfer Request (white)