

**Barstow Unified School District
Personnel Services
REQUEST FOR TRANSFER**

A transfer is defined as moving a certificated employee from one school to another. This form should be used for transfer only. A request for a change of assignment (from 3rd to 4th grade or English to History) is an internal matter to be decided between the teacher and the principal, and need not be put on this form.

Section A should be filled in by the person requesting a transfer. It may be a teacher wishing to change from one school to another, or it may be the principal desiring to have the teacher transferred. Send the completed request form to Personnel Services. Interviews will then be set up with the principals of the requested sites—if not already completed. If you are not chosen for a transfer, you would remain at your current assignment.

Section B will be completed by Personnel Services. Copies of approved or denied transfer form will be sent to the involved parties.

A. Request is hereby made that _____ be transferred from _____ to _____, effective _____.

Present grade/subject assignment of transferee _____

Proposed grade/subject assignment request _____

The reason for this request is _____

Date _____

Signature _____

B. Interviews held _____

Request is approved disapproved. If disapproved, state reason: _____

Date _____

Signature _____

(Personnel Services)