

# Orcutt Union School District

## Voluntary Transfer Request Form

This form is to be completed if you wish to be considered for a voluntary transfer to **another site**.

Name: \_\_\_\_\_

My present assignment is:

School: \_\_\_\_\_ Grade or Subject: \_\_\_\_\_

Credentials held: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**Please submit this Voluntary Transfer Request Form to Human Resources.**

I am qualified to teach and wish to be considered for the following transfers;

	<u>Site</u>	<u>Grade or Subject</u>
1.	_____	_____
2.	_____	_____

Please contact me should an opening occur during the summer.

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Internal Use Only: Date/Times notification sent: \_\_\_\_\_

Transfer requests may be amended or withdrawn at any time upon written notification to Human Resources.

*The Certificated Human Resources Office advises all persons requesting transfer that as vacancies occur in the District during the course of the summer, only teachers who have a "Request for Site Reassignment or a Voluntary Transfer Request" on file will be notified and considered for vacancies. Vacancies of which the District has knowledge will be posted at each school site and/or online at the District website.*

**Note:** *Through the interview process it will be determined what applicant best fits the qualifications necessary for the position such as degree(s) and credential(s) held, experience, skills and abilities.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_