

# HUNTINGTON BEACH CITY SCHOOL DISTRICT

## Certificated Employee Request for Transfer

Collective Bargaining Agreement  
Section 13.2

1. Teacher completes Request
2. Teacher forwards Request to Human Resources Office via email to: [cramirez@hbcsd.us](mailto:cramirez@hbcsd.us)
3. Request may be withdrawn prior to confirmation that the transfer has been affected

\_\_\_\_\_  
Employee Requesting Transfer

\_\_\_\_\_  
Date

**I would like to be considered for the following vacancy in order of preference:**

	<u>School</u>	<u>Grade</u>
1 <sup>st</sup> Choice:	_____	_____
2 <sup>nd</sup> Choice:	_____	_____
3 <sup>rd</sup> Choice:	_____	_____

**CURRENT ASSIGNMENT:**

School \_\_\_\_\_ Grade Level/Subject \_\_\_\_\_

**I understand that positions are subject to change based on actual student enrollment**

Date \_\_\_\_\_

By \_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
**(HUMAN RESOURCES)**

Human Resources received request on:

Date \_\_\_\_\_

By \_\_\_\_\_