

Orcutt Union School District

Reassignment Request Form

This form is to be completed and **submitted to your Principal by April 30th** if you wish to be considered for a reassignment within your **current site** for the following school year.

Name: _____

My present assignment is:

School: _____ Grade or Subject: _____

Credentials held: _____

Major: _____ Minor: _____

Please submit this reassignment request to your principal by **April 30th** of each school year.

I wish to be considered for the following reassignments;

Grade or Subject

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Please contact me should an opening occur:

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Transfer requests may be amended or withdrawn at any time upon written notification to Human Resources.

Employee's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____