

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Transfer requests may be amended or withdrawn at any time upon written notification to Human Resources.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 emailed to staff, 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: _____