

WASHINGTON UNIFIED SCHOOL DISTRICT

"Where everybody is somebody"

CLASSIFIED TRANSFER REQUEST

Name _____ Present Job Title _____

Present Work Location _____ Shift _____

Home Address _____

Home Phone # _____ Street _____ City _____ Zip Code _____
Work Phone # _____

In accordance with provisions of Article 6, Section 6.2.2, I am requesting a transfer to the following position:

New Same Classification Vacant Related Lower Classification

Title of Position (Use exactly as on Vacancy Notice)

Location & Vacancy # (Use exactly as on Vacancy Notice)

Employee's Signature

Date

Approved

Denied

Comments: _____

Program/Site Administrator

Date

Personnel Designee

Date