



# Request for Transfer

## (SEIU Classified Employees)

Instructions: This form is to be used by all permanent district employees who wish to request a transfer. A separate form is required for each school year, and forms will be retained for the current school year only.

Employees working in a department, but assigned to school sites may complete this form and submit to HR for future vacancies. Forms are due to HR by **March 1<sup>st</sup>** for the following school year.

All other employees must fill out an on-line application and apply for posted vacancies. This form must be received in HR by the final filing date of the posting for consideration.

Upon declining three (3) transfer offers, the employee's name shall be removed from the transfer list for the remainder of the school year.

Present Classification: \_\_\_\_\_ No. of Hours: \_\_\_\_\_ No. of Months \_\_\_\_\_

Present Location: \_\_\_\_\_ Location Telephone: \_\_\_\_\_

### Requesting Transfer To:

- Specific School or Location: (1) \_\_\_\_\_  
 (2) \_\_\_\_\_  
 (3) \_\_\_\_\_

**OR** specific area (see back page) **Check only one** (1)     Area 1     Area 2     Area 3     Area 4

Comment/Reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name (print): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Home Phone/Cell: \_\_\_\_\_

**\*VOLUNTARY TRANSFER REQUESTS MUST FOLLOW THE GUIDELINES PER SEIU ARTICLE 13.3**

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

### HR USE ONLY

Approved     Disapproved/Reason: \_\_\_\_\_

\_\_\_\_\_  
HR Director or Designee

Date	Location	Position	FTE	Comments

Distribution: Human Resource Services (Personnel File); Administrator(s), Employee

## SITES BY AREAS

<b>AREA 1</b>	<b>AREA 2</b>	<b>AREA 3</b>	<b>AREA 4</b>
Bowling Green	Alice Birney	A.M. Winn	American Legion
Bowling Green McCoy	Camellia	Abraham Lincoln	A.W. McClaskey
John Bidwell	Elder Creek	Albert Einstein	Bret Harte
Caroline Wenzel	Capital City	Earl Warren	California Middle
Cesar Chavez	Ethel I. Baker	Father K.B. Kenny	Caleb Greenwood
Edward Kemble	Fern Bacon	Golden Empire	C.K. McClatchy
Genevieve Didion	HW Harkness	George Washington Carver	Crocker/Riverside
J.F. Kennedy	Hollywood Park	Hiram Johnson	David Lubin
John Sloat	John Morse	Hubert Bancroft	Ethel Phillips
John Still K-8	John Cabrillo	Isador Cohen	Health Professions
Luther Burbank	New Technology	James Marshall	Kit Carson
Matsuyama	Nicholas	Joseph Bonnheim	Leataata Floyd
Martin Luther King K-8	Pacific	Mark Twain	Leonardo da Vinci
Parkway	Peter Burnett	O.W. Erlewine	Oak Ridge
Pony Express	Sam Brannan	Phoebe Hearst	Sutter
Rosa Parks K-8	Sutterville	Rosemont	The MET
Science & Engineering	Sac Accelerated Academy	Sequoia	Theodore Judah
Success Academy	Will C. Wood	Tahoe	Washington
Susan B. Anthony	Charles J. Skills Center	West Campus	William Land