



ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT CERTIFICATED PERSONNEL TRANSFER REQUEST

When completed, signed and submitted, this form will be kept on file in the District Personnel Services Office. All transfer requests received by the Personnel Services Office by the closing date contained in a particular vacancy announcement will be considered for that opening. On or after September 15 of each year, a request for transfer may be filed at the District Personnel Services Office for general consideration. Such requests will be considered for vacancies occurring during the current school year up to September 14 of the following year, **and shall be invalid thereafter**. Employees requesting a transfer must be available for an interview if and when requested.

Transfer Request forms must have signed acknowledgement by Principal
before submission to Personnel Office.

Name: _____ Date: _____

Address: _____

Phone (Work number): _____ Extension: _____ Home Number: _____

Summer Address: _____ Summer phone: (____) _____

Present Teaching Assignment: _____

Present Site: _____

List ALL credentials: _____

Major Field (s) of Study: _____

Minor Field (s) of Study: _____

Preferred Teaching Assignment: _____

Preferred Site Assignment: _____

Reasons for Transfer Request: _____

Other Qualifications: _____

EMPLOYEE SIGNATURE: _____ Date: _____

ACKNOWLEDGEMENT BY PRINCIPAL: (For staff planning purposes):

Signature _____ Date: _____

For Office Use Only- Do NOT write in this box.