

**HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT
CERTIFICATED PERSONNEL TRANSFER REQUEST**

Directions: A staff member desiring transfer in accordance with Article XII of the DEA contract should take the following steps:

- 1) Complete this form.
- 2) Send the original copy to the Human Resources-Certificated Office, give one copy to his/her current principal, and retain one copy.

Once transfer requests are received in the Human Resources-Certificated Office, that office will inform requestees of all appropriate openings. The teacher making the request shall contact the school with the opening for an interview.

Name (type or print) Present School Present Assignment

I wish to be considered for transfer effective August, _____ . I would prefer the following assignment:

School	Subject(s)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Credential Authorizations	College Majors/Minors
1. _____	1. _____
2. _____	2. _____

EL Certified Yes No

As of the end of this year, how many years have you been with the district? _____

Reason for requesting transfer _____

Signature _____ Date _____

ACTION TAKEN

Personnel Administrator _____ Date _____