

Human Resources and Development
CERTIFICATED TRANSFER REQUEST FORM

Instructions:

1. Please read carefully the attached section of the SMEA/SMUSD Master Contract (Article XV: Transfers). This section will explain the entire transfer procedure.
2. Complete this form and return it to the Human Resources and Development Department-Amber Christman (San Marcos Unified School District, 255 Pico Avenue, Suite 250, San Marcos, CA 92069). You may also use the District mail, however, **all requests must be received by April 1st, 2022.**

Your Name: _____ Work Site: _____

Your Current Assignment: _____ Grade: _____ Subject: _____

Employment Status: _____ Tenured: _____ Probationary: _____

Please list **all** California Teaching Credentials you hold:

Credential Name	CLAD/BCLAD or its Equivalency	Expiration Date

NOTE: TRANSFER REQUESTS FOR NEW GRADE AND/OR SUBJECT ASSIGNMENT AT YOUR CURRENT WORKSITE SHOULD BE MADE DIRECTLY TO THE SITE PRINCIPAL IN WRITING. DO NOT USE THIS FORM FOR THESE REQUESTS.

First Transfer Option Request

I desire to change my assignment for the 2022-2023 school year as follows:

Desired transfer site:	
Desired transfer grades or subjects:	(list all grades/subjects you would accept)

Second Transfer Option Request

I desire to change my assignment for the 2022-2023 school year as follows:

Desired transfer site:	
Desired transfer grades or subjects:	(list all grades/subjects you would accept)

Third Transfer Option Request

I desire to change my assignment for the 2022-2023 school year as follows:

Desired transfer site:	
Desired transfer grades or subjects:	(list all grades/subjects you would accept)

Signature _____

Date _____