

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 Amber Christman @ amber.christman@smusd.org **all requests must be received by March 30, 2023.**

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 2023-2024 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 2023-2024 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 2023-2024 school year as follows:

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

Signature _____

Date _____