

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CERTIFICATED REQUEST FOR TRANSFER**

Name: _____ Phone No.: _____

Address: _____ City/Zip: _____

Present School: _____ Present Subject/Grade Taught _____

Transfer Requested to school(s) (in order of preference):

I am qualified and request to teach the following subject(s)/grades(s) (in order of preference):

Reason for transfer request:

(Employee's Signature)

(Date)

EMPLOYEE RETURNS FORM TO EVELYN KOCH, PERSONNEL SERVICES

(For Personnel Services Use Only)

Request for transfer has been Approved Denied

From: _____ School to _____ School

Effective Date: _____

Addition to Staff: Yes No Replacement for: _____

Date Notice to Employee (NOE) Completed: _____ Notification: Verbal Written

(Assistant Superintendent, Personnel Services)

(Date)