

APPENDIX E - TRANSFER REQUEST FORM



MENIFEE UNION SCHOOL DISTRICT
29775 Haun Road, Meniffee, CA 92586
Personnel Department
CERTIFICATED TRANSFER REQUEST FORM

INSTRUCTIONS: Transfer request forms are required for employees requesting transfers into a vacancy announced by a personnel flyer. A separate form or letter is required for each announced vacancy. Information on this form must be complete. Employees must submit this form to the Personnel Department by the deadline date. Personnel will not accept this form by fax or e-mail.

Last Name: _____ First Name: _____

Address: _____ City, Zip Code: _____

Phone # (Home): _____ Phone # (Work): _____

CURRENT POSITION INFORMATION

Current Assignment: _____

Work Site: _____

Supervisor: _____

TRANSFER POSITION INFORMATION

Desired Assignment: _____

Work Site: _____

Reason for Transfer: _____

Employee's Signature _____ Date _____

PERSONNEL SERVICES USE ONLY

Request Approved: Request Denied: Effective Date: _____

Request approved/denied by: _____