

Central Valley School District #356  
**CERTIFICATED TRANSFER REQUEST FORM**

**REQUEST FOR SCHOOL YEAR:** \_\_\_\_\_  
**PLEASE SEND COMPLETED FORM TO HUMAN RESOURCES BY APRIL 1**

**Current Assignment**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Current Location

\_\_\_\_\_  
Current Assignment

\_\_\_\_\_  
Current FTE

**Certificate Type:**

- \_\_\_ Continuing Elementary & Secondary Teacher (unendorsed)
- \_\_\_ Continuing Teacher (endorsed)
- \_\_\_ Residency Teacher
- \_\_\_ Professional Teacher
- \_\_\_ Initial ESA \_\_\_\_\_
- \_\_\_ Residency ESA \_\_\_\_\_
- \_\_\_ Other: \_\_\_\_\_

**Endorsements:**

- \_\_\_ Elementary Education (K-8)
- \_\_\_ Reading (K-12)
- \_\_\_ Other: \_\_\_\_\_
- \_\_\_ Other: \_\_\_\_\_
- \_\_\_ Other: \_\_\_\_\_
- \_\_\_ Other: \_\_\_\_\_
- \_\_\_ Other: \_\_\_\_\_

**Transfer Requested**

\_\_\_\_\_  
Requested Transfer (grade level, subject, etc.)

\_\_\_\_\_  
Requested Transfer to Building/Location

\_\_\_\_\_  
Reason for Request:

Notified Current Principal/Administrator:    \_\_\_ YES    \_\_\_ NO

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

_____ Administrator Recommendation	_____ Location	
Change in FTE	New Assignment Code	Start Date
_____ Human Resources Administrator Signature	_____ Date	