

REQUEST FOR TRANSFER - CERTIFICATED EMPLOYEES

The contractual agreement between the Ocean View School District and the Ocean View Teachers Association provides, Section 9.2.3:

Any Permanent Teacher may apply for a transfer to other schools or departments by submitting a Request for Transfer Form (Appendix F) to Human Resources for:

- 1) Current posted vacancies within five (5) working days and/or
- 2) Future posted vacancies from February 1 through June 30.

Current assignment in special programs shall have no bearing on interview or selection of properly credentialed transfer candidates.”

Please fill out the information below:

EMPLOYEE’S NAME _____ SITE _____

CURRENT POSITION/GRADE LEVEL _____

Phone (circle one) Home/Summer/Cell _____ E-mail address _____

Credential(s) Held _____

<p>I would like to be considered for the following:</p> <p>1. A posted position:</p> <p>Site _____ Grade level/Subject area _____</p> <p>2. Any positions which become open in the following:</p> <p>Grade level/subject area(s) _____</p> <p>Schools _____</p> <p>Comments:</p>
--

Please include my name on the Transfer list. I understand that this request will enable me to be considered for the position along with other eligible candidates. Appropriately credentialed Teachers requesting a transfer to a vacancy are guaranteed an opportunity to interview. The filing of a Request for Transfer does not automatically vacate his/her current position, but reflects only a desire for professional growth.

Transfer Request is valid from February 1 to June 30 of the current calendar year
(A new request must be submitted each year)

Employee Signature: _____ Date: _____

Please forward to Human Resources
Distribution: Human Resources
Employee