

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

CLASSIFIED EMPLOYEE TRANSFER REQUEST

**A transfer is defined as a change of job location but within the same position classification. All transfers are processed through the District Human Resources Division. A properly filed transfer request shall be valid for six (6) months from the date submitted to Human Resources.**

Employee Name: \_\_\_\_\_ Site Location: \_\_\_\_\_

Job Classification: \_\_\_\_\_

I hereby request a transfer to the following location(s): \_\_\_\_\_

Reason(s) for transfer request: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FORWARD TO HUMAN RESOURCES UPON COMPLETION

FOR HUMAN RESOURCES USE ONLY

Date Received: \_\_\_\_\_ Date Transfer Request Expires: \_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent/Human Resources Date