GLENDALE UNIFIED SCHOOL DISTRICT
GLENDALE, CALIFORNIA

EEELP EMPLOYEE TRANSFER REQUEST FORM

(Permanent and Probationary EEELP Teachers only)

This is an application for a voluntary transfer to a different school or work location for the following school year only. *The filing of this application does not guarantee a transfer*. Transfers are contingent upon available vacancies, department and school needs, credentials to perform the required services, training, qualifications, and selections by the EEELP Director and Supervisors. Applications must be submitted to the employee's immediate supervisor for signature. It is the teacher's responsibility to ensure that applications are received in the EEELP Office no later than **Wednesday, April 1st, 2020, by 4:30PM, for the 2020-2021 school year.**

Name: _____ Date: _____

Home Phone: _____ Alternate Phone: _____

Present School: _____ Assignment: _____

Valid Credentials Held and Expiration Dates: _____

_____

Request Transfer to **(A Maximum of eight (8) schools may be** Requested.) You may list a school even if no vacancy currently exists.

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____
7. _____ 8. _____

Grade, or Subject Preferences: (must specify)

1. _____
2. _____
3. _____

Reason for Transfer Request: _____

_____ _____
Supervisor's Signature Employee's Signature

ZH: 3/2020