

**Palos Verdes Peninsula Unified School District
HUMAN RESOURCES**

**Certificated Request to Transfer Form (Voluntary)
2015-16**

TO: Dr. John Bowes, Assistant Superintendent of Human Resources

FROM: _____
(Teacher Name – Please Print)

DATE: _____

SCHOOL: _____
(Current Assignment)

Subject & Grade: _____
(Current)

Years of Service with this District: _____

Credentials Held: _____

Assignment Request for 2015-16: (Be specific)

1. _____
(School you wish to transfer to) Teaching Assignment (Subject and Grade)

2. _____
(School you wish to transfer to) Teaching Assignment (Subject and Grade)

Reason for Request:

Signature of Teacher

According to Article 12 – Section 2.1 of the PVFA Contract, “Unit members who desire a transfer shall file an application with the Human Resources Department by May 15 for the following year’s placement and such application will remain active and on file for twelve (12) months or as designated by the employee”.

Please return this completed form to: Human Resources – Attn: Rhonda Warman, prior to May 15th.