

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT  
**CLASSIFIED TRANSFER REQUEST**  
(for use by Regular Contract Employees of the District)

**Voluntary Transfer**

A unit member may request a lateral transfer by submitting a Transfer Request Form to the Personnel Services Office. The request for transfer will be kept in an active status for one year\* or until:

- a. the request is implemented;
- b. the request is withdrawn, in writing by the member originally submitting it;
- c. an approved request is declined by the unit member.

Selection for transfer shall be based on the following:

- 1. site education/program needs
- 2. previous performance
- 3. seniority in the classification

For application for transfer, it is the applicant's responsibility to attach copies of materials relevant to previous performance and seniority in classification

\*One year identified as October 1<sup>st</sup> through September 30<sup>th</sup>

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Present Position: \_\_\_\_\_ Location: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Site Desired:  DO  DAS  LAE  CHE  VOE  MPH  RHS

Reason for request:  more hours;  less hours;  same hours;

other; Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

-----  
DISTRICT ACTION:  Honored Transfer  Denied Transfer Date: \_\_\_\_\_

Personnel Services Signature \_\_\_\_\_ Date \_\_\_\_\_