

SANTEE SCHOOL DISTRICT
9625 CUYAMACA STREET
SANTEE, CALIFORNIA 92071-2674

DISTRICT TRANSFER REQUEST FORM

Name of Teacher: _____

School/Work Location: _____ Grade/Subject: _____

Please see Certificated Non-Management Contract for rules and regulations governing transfer.

The District is implementing a management-initiated transfer of your current assignment to:

School/Work Location

Grade/Subject/Program

Effective as of: (Date) _____

Reason: _____

Date

Superintendent or designee's Signature

Date

Teacher's Signature

Procedure:

1. Upon request by the employee, reasons will be provided in writing. The administrator initiating a transfer shall complete a District transfer request form, stating the reasons for the transfer.
2. The affected employee shall acknowledge being advised of the reasons for transfer by signing the transfer form.
3. The affected employee may request the opportunity to attach a signed, written, and dated statement to the transfer form.
4. The affected employee will be advised within five (5) days of the final decision by the Superintendent or designee of employer action regarding the transfer. Upon request by the employee, this decision will be provided in writing.
5. Superintendent or designee will forward request to Human Resources.