BAKERSFIELD CITY SCHOOL DISTRICT
Education Center – 1300 Baker Street
Bakersfield, California 93305
Human Resources

___ CONFIDENTIAL

CERTIFICATED TRANSFER REQUEST

Date _____

This request is valid only through October 1 of the following year. Must be filed directly with Human Resources by the person making the request. A signed copy will be returned to the employee.

_____ _____ _____ _____
First Name Middle Name/Initial Last Name Phone

_____ _____ _____
Street Address City Zip Code

Current assignment _____ _____
Site Grade Level/Subject

Do you have any relative(s) working for Bakersfield City School District? _____. If so, provide complete information below for all relatives currently working for our district. Attach additional page if necessary.

Relative's Name	School/Department	Relationship

Check One:

_____ 8.4 BETA Voluntary Transfer Request
- My last transfer was _____ to _____
  Date Site & Grade Level/Subject

_____ 8.5 BETA Involuntary Transfer Request (Administrative Transfer)

I voluntary request and will accept the following transfer per Article 8.4 (please refer to BCSD/BETA Collective Bargaining Agreement for voluntary transfer information). Any changes to this request must be initialed by the unit member or representative in writing and received prior to the transfer assignment process. Only specific requests will be considered; however, some assignments may be a combination of grades or subjects. Human Resources will notify unit member of their assignment as soon as the unit member can be contacted.

Voluntary transfers may be processed throughout the school year; however, the actual move of the staff member will be at the beginning of the school year only. All voluntary transferees need to complete the following information.

Specific School Site	**Grade or Subject**
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

_____
Signature of Employee (Required)

Disposition of Request

_____ Received and on file

_____ Denied Reason: _____

By _____
Human Resources Administrator

_____ Transferred to _____ Position # _____ Date _____

_____ Request expired. Returned for refiling for next year.