

Cajon Valley Union School District CERTIFICATED REQUEST FOR TRANSFER

Please note: Only tenured, certificated staff currently employed by CVUSD are eligible to complete this form. (Must achieve tenure by the position start date)

To: **Personnel Services**

From: _____ Current Work Site _____

Present Assignment _____

Credential(s) Held: _____

Seniority Pool

Each year, the District will establish a **seniority pool** for transfer. To be included in the seniority pool, a teacher must have completed a minimum of ten (10) teaching years with the District and must submit a seniority pool request by March 1 of the year preceding the transfer. Principals will select an eligible member from this pool every third selection. A teacher may employ this option once during their teaching career in Cajon Valley Union School District. Teachers on the seniority pool who are not selected or do not apply for a transfer may reapply for the seniority pool the following year. *(Refer to CVEA Contract.)*

I submitted a **Certificated Seniority Pool Request** prior to **March 1*** and would like to employ the seniority pool option for this request: (yes) ____ (no) ____

**The Seniority Pool Request must have been received by March 1 of the school year prior to the start of the assignment.*

I hereby request a transfer to the following vacant position(s):
(List current posted vacancies only)

School _____ Grade Level/Assignment _____ FTE _____

School _____ Grade Level/Assignment _____ FTE _____

School _____ Grade Level/Assignment _____ FTE _____

Please write a paragraph explaining why you wish to be considered for transfer.

This form will be forwarded to requested site principal(s).

Signed: _____

Date: _____

Phone Numbers: *(Please provide best ways to reach you.)*

School Site _____ Home _____ Cell _____