

Temple City Unified School District

REQUEST FOR VOLUNTARY TRANSFER/REASSIGNMENT

To determine eligibility for transfer and reassignment, please refer to Article VI, Section 2 of the agreement between the Temple City Unified School District and the Temple City Education Association and the following information from Article VI, Section 3:

- 3. Voluntary transfers or reassignments are those initiated by unit members.
 - 3.1 Request for Voluntary Transfer/Reassignment forms are available at the District Office or on the District or TCEA websites.
 - 3.2 Such forms shall include the grade and/or subject to which the teacher desires to be reassigned and/or the school or schools to which he/she desires to be transferred.
 - 3.3 Requests for voluntary transfer or reassignment shall be kept confidential until an action is approved.
 - 3.4 If a unit members' request for a voluntary transfer or reassignment is denied, the unit member shall be granted, upon request, a written request for the denial and/or a meeting with the administrator who denied the request.

| Name | Current Assignment (Grade/Subject) | School | Length of Time in Present Position |
|------|---------------------------------------|--------|---------------------------------------|
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| Transfer Request (Grade/Subject) | School | Reason(s) for Requesting Change (Optional) |
|-------------------------------------|--------|---|
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This request will remain in effect for six months or until the end of the current school year, whichever is later.

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| Requestor's Signature: | Date: |
| Signature of Assistant Superintendent Personnel: | Date: |
| Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date: |

Please submit your completed form to the Personnel Office