

# 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.

**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 for the 2009/10 school year prior to March 1, 2009 and would like to employ the seniority pool option for this request: (yes) \_\_\_\_\_ (no) \_\_\_\_\_**

**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).*

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**School Site** \_\_\_\_\_ **Home** \_\_\_\_\_ **Cell** \_\_\_\_\_