

Status: _____ (District Use Only)

MANTECA UNIFIED SCHOOL DISTRICT

APPLICATION FOR TRANSFER

Any certificated employee of the Manteca Unified School District desiring a transfer from his/her present assignment to another of the District's schools is requested to complete and submit this application to the Personnel Office. This request shall be valid from **January 1 through June 1 of each year. One open posting will be announced in January. During this time period, transfers will be accepted. After this period, unit members must reapply and submit individual transfer requests for each position posted. After June 1, all positions will be posted online for five (5) days. The transfer closed period is 3 weeks (21 calendar days) prior to the first day of instruction. Transfer requests will not be accepted after this closed posting period.**

NAME:		DATE:	
HOME PHONE:		SUMMER CONTACT/CELL #:	
PRESENT SCHOOL ASSIGNMENT:			
PRESENT GRADE LEVEL/TRACK AND/OR SUBJECT AREA(S):			
REQUEST TRANSFER TO (please indicate in order of preference by school site—be specific):			
1.		3.	
2.		4.	
GRADE LEVEL OR SUBJECT AREAS PREFERRED (be specific):			
1.		3.	
2.		4.	
REASON FOR REQUEST:			
CREDENTIAL(S)/CERTIFICATES HELD:			
1.		3.	
2.		4.	
NCLB COMPLIANT AREAS:			
1.		3.	
2.		4.	
CLAD/ENGLISH LEARNER AUTHORIZATION:		Yes	No <input type="checkbox"/>
TEACHING EXPERIENCE YEARS – MANTECA UNIFIED			YEARS OTHER DISTRICTS:
ELEMENTARY GRADE LEVELS TAUGHT:			
SECONDARY GRADE/SUBJECTS TAUGHT:			
SUBJECT STRENGTHS:			
SPECIAL SKILLS/INTERESTS:			
PREFERENCE IN EXTRA-CURRICULAR ACTIVITIES:			
COACHING EXPERIENCE:			
COMMENTS:			
EMPLOYEE SIGNATURE:			