

**BAKERSFIELD CITY SCHOOL DISTRICT**

Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Personnel Services

\_\_\_\_ **CONFIDENTIAL**

**CERTIFICATED TRANSFER REQUEST FORM**

This request is valid only through March 1 of the following year. Must be filed directly with Personnel Services by person making request.

UNIT MEMBER FULL NAME \_\_\_\_\_  
UNIT MEMBER SIGNATURE \_\_\_\_\_  
UNIT MEMBER ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
UNIT MEMBER PHONE \_\_\_\_\_ UNIT MEMBER SUMMER PHONE \_\_\_\_\_  
PRESENT SCHOOL OR DEPARTMENT \_\_\_\_\_ GRADE/SUBJECT \_\_\_\_\_  
Do you have any relatives currently working for the Bakersfield City School District? \_\_\_\_\_ If so, please list name(s), relationship(s), and site(s) \_\_\_\_\_

Date of request \_\_\_\_\_ Check one  
8.4 BETA VOLUNTARY Unit Member Transfer Request \_\_\_\_\_  
My last voluntary transfer was: \_\_\_\_\_ to \_\_\_\_\_  
Date School Site & Subject/Grade Level

8.5 BETA INVOLUNTARY Unit Member Transfer Request \_\_\_\_\_  
(Magnet Program and Administrative Transfer)

I will accept a combination of the grade or subject chosen \_\_\_\_\_ Check appropriate blank  
I will not accept a combination of the grade or subject chosen \_\_\_\_\_

All voluntary transferees need to complete the following information.

Involuntary, surplus, administrative, and magnet transferees subject to Articles 8.5, 8.72, 8.9 need not complete the following information.

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I voluntary request, and will accept the following transfer per Article 8.4. Any changes to this request must be initiated by 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. Personnel Services will notify unit member of their assignment as soon as they can be contacted.**

**Voluntary transfers may be processed anytime throughout the school year; however, the actual move of the staff member will be at the beginning of the school year only.**

Specific School:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Grade or Subject:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Received and on file \_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent, Personnel Services

DISPOSITION OF REQUEST

\_\_\_\_\_ Transfer assignment to \_\_\_\_\_  
\_\_\_\_\_ Returned for refile for next year.

***A signed copy will be returned to the employee***