

# Tulare County Office of Education

*Tim A. Hire, County Superintendent of Schools*

## CERTIFICATED TRANSFER REQUEST

- Transfer shall be defined as a change in site or program.
- Teachers with *Intern status and/or Notice of Unsatisfactory Service or Below Standard Evaluation* are NOT eligible to apply.
- A transfer application may be submitted in response to a particular opening that has been announced in Tulare County Office of Education, or to be considered for future vacancies.

**Applications can be submitted to: [hrdall@tcoe.org](mailto:hrdall@tcoe.org)**

## EMPLOYEE INFORMATION

<b>Name</b>			
<b>Preferred Contact Phone #</b>		<b>Last 4 of SSN</b>	
<b>Email Address</b>	Response to transfer request will be emailed to the address below.		
<b>Current Work Location</b>			
<b>Are you on a leave of absence from your current assignment?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Current Position</b>			<b>Current Status</b>
<b>Subject (if applicable)</b>			<input type="checkbox"/> Permanent
			<input type="checkbox"/> Probationary

## TRANSFER INFORMATION

<input type="checkbox"/> <b>Current Opening</b>	If so, please list Transfer Location / Program / Ed Join # _____	<input type="checkbox"/> <b>Future Opening</b>
<b>Available for Transfer:</b>	<input type="checkbox"/> Immediately <input type="checkbox"/> End of Current Semester <input type="checkbox"/> End of Current School Year	
<b>Employee Signature</b>		<b>Date</b>
<b>Supervisor Signature</b>		<b>Date</b>

## FOR HR USE ONLY

Notes:

HR Approval: \_\_\_\_\_

Date: \_\_\_\_\_