



LOS ANGELES UNIFIED SCHOOL DISTRICT  
**HUMAN RESOURCES DIVISION**  
*Certificated Employment*

## ADMINISTRATIVE TRANSFER REQUEST

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Position/Subject: \_\_\_\_\_ Status: \_\_\_\_\_

Current Cost Center Name: \_\_\_\_\_ Current Cost Center Code: \_\_\_\_\_

### REQUESTING OFFICE / NEW LOCATION INFORMATION

Hiring Administrator: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

New Cost Center: \_\_\_\_\_ New Cost Center Code: \_\_\_\_\_

Rationale for Request: \_\_\_\_\_

Date employee is being released from current assignment: \_\_\_\_\_

### APPROVAL

**Signing below indicates that both releasing and receiving administrators have been notified of this transfer.**

I certify that the assignment of this employee is in accord with Board Rule 1911 (Nepotism) and avoids the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise.

\_\_\_\_\_  
Releasing Region Superintendent / Division Head

\_\_\_\_\_  
Date

YES ☐ NO ☐  
Transfer Approved

\_\_\_\_\_  
Receiving Region Superintendent / Division Head

\_\_\_\_\_  
Date

YES ☐ NO ☐  
Transfer Approved

This form and all other documents required to process new assignment need to be submitted **by the requesting office** to :

**Certificated Employment**  
**Human Resources, Beaudry, 15th Floor**  
**HRSupportServices@lausd.net**