

**LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Certificated Assignments and Support Services
Early Childhood Education Unit**

CERTIFICATED TRANSFER APPLICATION

Eligible Early Childhood Education Teachers

Permanent four-hour (4-hr) and permanent **or** probationary eight-hour (8-hr) teachers

Last Name	First Name	M.I.	Employee No.
Home Address	City	Zip Code	
Home Telephone	School Telephone	First Date of Certificated Employment	

Current Assignment(s):

a) _____ Hours: _____ Date Assigned: _____

b) _____ Hours: _____ Date Assigned: _____

Desired Locations; list sites by priority

1. _____ 2. _____
3. _____ 4. _____

I understand that if I am successful in obtaining a transfer, I may not submit another transfer request for three years. If I refuse an offer, my name will be removed from the transfer list, and I will not be eligible to reapply or transfer to that school site for the next three succeeding calendar years.

Signature: _____ Date: _____

Acknowledged:

Site Administrator: _____ Date: _____

Approved:

Human Resource Administrator: _____ Date: _____

Transfer Location:

Effective Date:

Return application to:	Human Resources Division Early Childhood Education Unit 333 South Beaudry Ave., 15 th floor Los Angeles, CA 90017	School Mail:	Human Resources Division Early Childhood Education Unit Beaudry Building., 15 th floor
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