

Los Angeles Unified School District
Human Resources

ADMINISTRATIVE TRANSFER REQUEST

An Administrative transfer request for the teacher named below is requested. The transfer will affect the sending and receiving schools as noted. (Prior to approval, requesting District Superintendent should confer with receiving personnel specialist for personnel and staffing impact data.) **This form should be attached to a Request for Personnel Action "Greenie" if one is required to fund this position.**

Effective Date of Assignment: _____

Employee Information

Name _____	Pers ID/EmpNo. _____		
Subject _____	Status _____	Salary Group _____	Ethnicity _____
Current Location: _____	District: _____	Rodriguez Band: _____	
New Location: _____	District: _____	Rodriguez Band: _____	

Rationale for Request:

No transfer may be effected without the approval of the appropriate District Superintendent

Sending and receiving principals have been notified of the Administrative transfer: Yes () No ()

ADMINISTRATIVE APPROVAL

_____	_____	_____	_____
<i>Sending District Superintendent</i>	<i>Date</i>	<i>Receiving District Superintendent</i>	<i>Date</i>
<i>Transfer Approved ()</i>	<i>Disapproved ()</i>	<i>Transfer Approved ()</i>	<i>Disapproved ()</i>

Personnel Division

Staffing Impact

	Percent Minority	Rodriguez Impact
<i>Current Location</i>	<i>Current _____ Proposed _____</i>	<i>Positive _____ Negative _____</i>
<i>New Location</i>	<i>Current _____ Proposed _____</i>	<i>Positive _____ Negative _____</i>
<i>Appropriate replacement available: Yes () No ()</i>		

Please send this completed form to : **Certificated Placement and Assignments Unit**
Human Resources, Beaudry, 15th Floor
Fax: (213) 241-8410 or (213) 241-8411

