



Lisette Estrella-Henderson, Superintendent of Schools
5100 Business Center Drive, Fairfield, CA 94534-1658
707.399.4400 ★ www.solanocoe.net

Classified Request for Transfer

(See CSEA Contract, Article 7)

This transfer request form can only be used to move from one position to another within the same job classification (i.e., Paraeducator-SE from one location to another or Office Assistant from one location to another). It cannot be used to transfer between job classifications (i.e., Paraeducator-SE to Paraeducator-CS or Office Assistant to Office Technician). To change classifications, you need to apply for that position either internally or externally when it is posted.

Date _____ Name _____

Current Work Hours per Day _____ Current Job Location _____

Current Position/Job Title _____

Yes No My interest in a transfer is to increase or decrease my work hours to _____.

Yes No I would consider a split work site position.

Yes No I would accept a transfer to any city/location in Solano County.

If you wish to be more specific in your request, please answer the following:

I prefer to work in the following location(s)
(i.e., T.C. McDaniel, Me Too, not preschool, any Vacaville site, Benicia High only, etc.)

I prefer to work with the following staff

You will only be considered for a transfer based on the information listed above, so be specific in your request. You can modify this request at any time. This form will be kept on file until May 1 of the current school year (until May 1 of the following school year if submitted between March and July).

Employee's Signature

Date