

COVINA-VALLEY UNIFIED SCHOOL DISTRICT
VOLUNTARY TRANSFER REQUEST FORM

The open Transfer Period begins February 1 and closes on April 1. This form may be used to request a transfer from one school to another school. Teachers may file a request whether or not an opening currently exists. Requests must be submitted annually.

Teacher Name: _____ Primary Telephone: _____

Current Assignment

School: _____ Grade/Subject: _____

Credential(s) Held: _____

Authorization(s) Held: _____

Previous Assignment(s) in C-VUSD

School	Subject(s) taught	Dates

Preferences for Transfer

Circle all that apply	Grades	Subjects
Children's Center	Pre-K	
Adult Education/Transition	Adult	
Barranca, Ben Lomond, Cypress, Grovecenter, Manzanita, Merwin, Mesa, Rowland, Workman	TK, 1, 2, 3, 4, 5	
Las Palmas, Traweek, Sierra Vista	6, 7, 8	
Covina, Northview, South Hills, Fairvalley	9, 10, 11, 12	
Comments:		

Please note: filing of the application form does not guarantee a transfer. Transfers are contingent upon available vacancies, individual school needs, credentials to perform the required services, training, and qualifications.

Signature: _____ Date: _____

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 For Office staff use only. Form must be submitted by April 1. Teachers will receive a stamped copy.

Signature: _____ Date Received in Personnel Services: _____