



SAUGUS
 Union School District
Excellence in Elementary Education

CLASSIFIED EMPLOYEE TRANSFER REQUEST

Name Phone Number/Cell Phone

Present Assignment _____
School

Position _____

If you are interested in the opportunity to transfer, please return this transfer request to the Human Resources Department.

I am requesting consideration for a transfer. I would be interested in being considered for the following positions if any such openings should occur.

Position	Preferences
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Date Signature

Date Immediate Supervisor

This Transfer Request will be kept on file for six months.