

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
OFFICE OF PERSONNEL OPERATIONS

REQUEST FOR TRANSFER - ADMINISTRATOR

Directions: Prepare one copy of this form and forward to the Division of Human Resources, Academic Selections.

\_\_\_\_\_  
Last Name                      First Name                      M.I.                      Employee Number \_\_\_\_\_

Home Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

\_\_\_\_\_  
City    State    Zip Code

Name in order of your choice, colleges to which you wish to transfer:

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

(4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_

(7) \_\_\_\_\_ (8) \_\_\_\_\_

Position of probationary appointment \_\_\_\_\_

Position of current assignment \_\_\_\_\_

Position for which transfer is requested \_\_\_\_\_

Credential(s) if certificated position \_\_\_\_\_

Present location \_\_\_\_\_ Number of years at this location \_\_\_\_\_

Supplementary information you wish to have considered as part of this transfer request.

Requested by \_\_\_\_\_  
Employee Signature    Date

( ) Returned without approval

( ) Approved for consideration \_\_\_\_\_  
Human Resources    Date

Expiration date of transfer request \_\_\_\_\_

A copy of this request will be sent to each of the colleges you have listed above and will be added to the transfer list.

(over)

List language(s) other than English in which you are fluent \_\_\_\_\_

Academic Preparation: If appropriate for this request, list your degrees and any subsequent courses taken that relate to your transfer request.

<u>College or University</u>	<u>Degree/Date</u>	<u>Major or Subject</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

References: List below the names of individuals who could provide additional information relative to your teaching abilities.

<u>Name</u>	<u>Position</u>	<u>Print Street Address, City, State and Zip Code</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____