



Cutler-Orosi Joint Unified School District

Classified Transfer/Promotion Request Form

Position Requested:	
Site:	Date:
This request is for a:	Transfer: <input type="checkbox"/> A transfer is moving from one job classification to another job classification with the same pay range, similar duties and within the same department/ job family.
	Promotion: <input type="checkbox"/> A promotion is movement from one job classification to another job classification having a higher range of compensation and/or a different job title.

Current Position:	Site:
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Reason for request: If this is in response to a posted opening, check here: <input type="checkbox"/>
If not in response to a posted opening, please give reason(s) for request here:

Qualifications: Update your qualifications, training and/or experience that we may not have on record, which better qualify you for this position.

Print Name:	Home Phone:
Signature:	Cell Phone:

FOR DISTRICT OFFICE USE ONLY

District Action: Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
Comments: