



Certificated **Internal Transfer Form**

Certificated employees requesting an internal transfer within their building/program must complete and file this Certificated Internal Transfer Form with their Principal/Program Administrator prior to **MARCH 1. FEBRUARY 1ST** (Deadline date change per WSD and WenEA MOU for 16-17 only)

Please check and complete the following questions and return this form to your principal/program administrator by **MARCH 1. FEBRUARY 1ST**

1. _____ I would like to change assignments in my building/program next year and would like to be considered for teaching _____ / _____
Grade Subject

2. _____ I am happy where I am, but would consider a level change if you need me to.
I would consider teaching _____ / _____
Grades Subjects

Signature _____

Date _____

Printed name: _____

Please refer to Section 3D Assignment and Transfer of the WenEA Collective Bargaining Agreement if you have any questions.
Answer, fold and return to Principal or Program Director by MARCH 1 – FEBRUARY 1ST

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