



AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
Human Resources Department

2300 San Juan Highway, San Juan Bautista, CA 95045
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SUPERINTENDENT

Michele Huntoon

BOARD OF EDUCATION

Casey Powers ♦ Monica Martinez-Guaracha ♦ Briana Allan
Anissa Dizon ♦ Dan Kerbs

HUMAN RESOURCES COORDINATOR

Ariane Zamudio

VOLUNTARY TRANSFER FORM

Complete and submit to Human Resources by email at azamudio@asjUSD.k12.ca.us

SECTION 1: EMPLOYEE'S CURRENT INFORMATION

Employee Name: _____

Classification: _____

Position: _____

Site: _____

SECTION 2: REQUESTED VOLUNTARY TRANSFER

Requested Position: _____

Requested Site: _____

Reason for Transfer:

Current Credential(s) (*Certificated Only*):

Employee Signature

Date

HR ONLY

- Seniority Date: _____ (CL Only)
- Transfer Approved
- Transfer Denied
- Notify Employee of decision
- Notify Current Supervisor/New Supervisor
- Current PC#: _____
- New PC#: _____
- Update QSS/Position Control

- PAF to Payroll
- Frontline
- Update Google Sheets
- Notify IT, CaIPADS, Student Database