Chester Upland School District  
Transfer Request Form  

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Request</th>
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Current School | Current Assignment

Certification

☐ Elementary
☐ Secondary

List school(s) in order of preference:

1.  
2.  
3.  

Reason for Request:

I understand that this request supersedes all previous transfer requests and until acted upon or withdrawn shall remain valid until May 15 of the next school year.

Signature of Employee __________________________ Date __________________________

Signature of Principal/Supervisor __________________________ Date __________________________

Signature of Superintendent/Designee __________________________ Date __________________________

☐ Approved  
☐ Not Approved (with reason):

Please make three copies:  
Human Resources  
Principal/Supervisor  
Employee