

Lancaster School District
Department of Human Resources Services

44711 North Cedar Avenue
Lancaster, CA 93534
661-948-4661



CLASSIFIED FORMAL REQUEST FOR CHANGE OF ASSIGNMENT

Date: _____

Present assignment: School _____ Position _____
(Be Specific)

Assignment Requested: (Be specific)

School _____ Position _____
(Be Specific)

Posting #: _____
(Listed at the top of transfer)

PR #: _____
(The number in parenthesis)

PRINT NAME

Signature

Home phone number

Cell phone number

Email: _____
(Please print legibly)

.....
(HRS Use Only)

ACTION: _____ APPROVED EFFECTIVE: _____
_____ POSITION GIVEN TO A MORE SENIOR EMPLOYEE

Evaluation:
Cardex:
Keenan:
Spreadsheet:
Site Notification: