

Grade Transfer Request Form

**CITY OF BATON ROUGE/PARISH OF EAST BATON ROUGE
DEPARTMENT OF HUMAN RESOURCES**

EXAMINATION DIVISION

1755 Florida Street · P.O. Box 1471 · Baton Rouge, LA 70821
(225) 389-3132

GRADE TRANSFER REQUEST FORM

DATE: _____ SS#: _____
NAME: _____
WORK PHONE: _____ HOME PHONE: _____
TRANSFER GRADE FROM: _____
TRANSFER GRADE TO: _____
SIGNATURE: _____

DO NOT WRITE BELOW THIS LINE

HUMAN RESOURCES DEPARTMENT USE ONLY

TRANSFER GRADE FROM: _____
CLASSIFICATION: _____
SERIES DATE: _____ WRITTEN RAW: _____
TRANSFER GRADE TO: _____
CLASSIFICATION: _____
SERIES DATE: _____ WRITTEN RAW: _____
DATE/TIME OF CHANGE: _____
EXAMINER: _____