



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Teacher-Initiated Transfer Program

**NUMBER:** MEM-059900.4

**ISSUER:** Ileana Dávalos  
Chief Human Resources Officer  
Human Resources Division

Leanne Hannah  
Director  
HR-Certificated Assignments and Support Services

**DATE:** September 26, 2022

**ROUTING**  
Local District  
Superintendents  
Community of Schools  
Administrators  
All Schools

**PURPOSE:** The purpose of this Memorandum is to provide information regarding the 2022-2023 *Teacher-Initiated Transfer Program* to all potentially eligible teachers.

The term "transfer" refers to a change of a contract employee's assigned school or time reporting location to another school or location, without changing the employee's classification of employment.

The 2019-2022 LAUSD-UTLA Agreement, Article XI (Section 5.0) provides all appropriately credentialed probationary or permanent teachers the opportunity to apply to any school (including year-round or magnet) in the District where the transfer will not adversely affect the Bilingual Master Plan needs of the receiving or sending school or disrupt the instructional program needs of the sending school.

Limitations:

- At the discretion of the District, teacher-initiated transfers from any school site in any school year may be limited to 10% of the employees, or three employees, whichever is greater. (*LAUSD/UTLA Agreement, Article XI, Section 1.2*)
- An employee who is successful in obtaining a transfer may NOT submit another transfer application request for three (3) school years. (*LAUSD/UTLA Agreement, Article XI, Section 9.6*)

**MAJOR CHANGES:** This Memorandum replaces Human Resources Division MEM-059900.3 of the same subject issued October 25, 2021. The dates have been updated for the 2022-2023 school year.



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

---

**GUIDELINES:** The following guidelines apply.

*To promote the professional growth, learning, and development of new teachers, it is strongly recommended that non-permanent teachers remain at one school until they have been recommended for permanent status. This foundation helps promote teacher growth while creating stability in the instructional program for schools and positively impacting new teacher retention rates.*

**Note that obtaining an approval for this request does not guarantee a transfer.** Upon securing another position, teachers **MUST** immediately notify their current administrator. The receiving and sending administrators will determine a mutually acceptable date for the transfer to be finalized. **Approval resides within the discretion of all parties and transfers under this section are not subject to the grievance procedure.** (LAUSD/UTLA Agreement, Article XI, Section 5.0)

### **Principals:**

Principals or designees are required to post a copy of this memorandum and application (*HR Form 7761*) and make copies available to teachers who are eligible and interested in applying for this program. Additionally, principals are asked to inform staff in faculty meetings or by school bulletins regarding this transfer opportunity.

### **Teachers:**

Applications for the *2022-2023 Teacher-Initiated Transfer Program* may be filed starting October 1, 2022. All approved transfer requests will remain active through September 30, 2023. See Attachment A (*HR Form 7761*) for the application form. Additional copies of this and other HR forms may be obtained through the Human Resources website at <https://achieve.lausd.net/Page/1546>.

Completed application forms must be submitted via LAUSD email to [HRSupportServices@lausd.net](mailto:HRSupportServices@lausd.net) – please attach a scanned PDF version of the completed form and **include your last name and employee number in the subject line.**

Responses to these transfer requests will be emailed to the employee's LAUSD email address within seven days of receipt of the completed application.

After obtaining approval to the transfer request, teachers may look for vacancies to interview and be selected at another site. To help with this process, vacancy information is posted on the Human Resources Division website at <https://achieve.lausd.net/Page/1566>.



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

---

**ATTACHMENTS:** Attachment A – Teacher-Initiated Transfer Request LAUSD/HR Form 7761 will be available between October 1, 2022 and September 30, 2023.

**ASSISTANCE:** For assistance or further information, please email [HRSupportServices@lausd.net](mailto:HRSupportServices@lausd.net).

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Human Resources Division  
Certificated Assignments and Support Services

ATTACHMENT A

**TEACHER-INITIATED TRANSFER REQUEST**

The teacher-initiated transfer program provides teachers the opportunity to seek transfers to any school in the District as specified in the LAUSD/UTLA Collective Bargaining Agreement Article XI, Section 5.0. For information related to the program description and eligibility, please refer to MEM-059900.4.

**Note the following:**

- Teachers with *Provisional or University Intern status and/or Notice of Unsatisfactory Service or Below Standard Evaluation* are NOT eligible to apply.
- This application is only valid between October 1, 2022 and September 30, 2023.
- Per LAUSD/UTLA Agreement, Article XI, 9.6, “an employee who is successful in obtaining a transfer may NOT submit another transfer application request for three (3) school years.”

**Applications must be submitted via LAUSD email to [HRSupportServices@lausd.net](mailto:HRSupportServices@lausd.net)** – please attach a scanned PDF version of the completed form and include your last name and employee number in the subject line.

**TEACHER’S INFORMATION**

Name		Employee Number										
Address		Preferred Contact Phone #										
LAUSD email Address	_____@lausd.net Response to transfer request will be emailed to this address.	Current Work Location Phone #										
Current Work Location		Current Work Location Code										
Are you on a leave of absence from your current assignment?    YES <input type="checkbox"/> NO <input type="checkbox"/>												
Current Position		Subject	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100px;">Current Status (Check one)</td> <td>Permanent</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Probationary</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>District Intern</td> <td><input type="checkbox"/></td> </tr> </table>	Current Status (Check one)	Permanent	<input type="checkbox"/>		Probationary	<input type="checkbox"/>		District Intern	<input type="checkbox"/>
Current Status (Check one)	Permanent	<input type="checkbox"/>										
	Probationary	<input type="checkbox"/>										
	District Intern	<input type="checkbox"/>										
Check at least one Local District where you might be seeking a transfer to. You are not obligated or limited to these choices.												
Local District	CENTRAL <input type="checkbox"/>	EAST <input type="checkbox"/>	NORTHEAST <input type="checkbox"/>	NORTHWEST <input type="checkbox"/>	SOUTH <input type="checkbox"/>	WEST <input type="checkbox"/>						
Teacher’s Signature					Date:							

**THIS SECTION MUST BE COMPLETED BY CURRENT PRINCIPAL/ADMINISTRATOR FOR REQUEST TO BE PROCESSED.**

Principal’s signature denotes approval to transfer provided the transfer will not adversely affect instructional program needs as specified in Article XI, Section 5.0 of the District-UTLA Agreement. Furthermore, by signing this transfer request, **principal acknowledges that the applicant has not received and/or is not on track to receive a Notice of Unsatisfactory Service or a “Below Standard” evaluation in the previous or current school year. (Article X, Section 12.0, a (1) of the District-UTLA Agreement)**

Available for Transfer:	Immediately <input type="checkbox"/>	End of Current Semester <input type="checkbox"/>	End of Current School Year <input type="checkbox"/>
Principal’s Signature			Date:

LAUSD/HR Form 7761 9/2022

MEM-059900.4  
Human Resources Division

September 26, 2022

