



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Teacher-Initiated Transfer Program

NUMBER: MEM-059900.1

ISSUER: Leanne Hannah, Director
Certificated Assignments and Support Services

Jose R. Cantu, Ed.D., Assistant Chief Human Resources Officer
Human Resources Division

DATE: October 1, 2019

ROUTING
All Employees
All Locations

PURPOSE: The purpose of this Memorandum is to provide information regarding the 2019-2020 *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 2014-2017 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:

- Teacher-initiated transfers from any one school site in any school year may, at the discretion of the District, 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-059900.0 of the same subject issued October 24, 2018. The dates have been updated for the 2019-2020 school year.



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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 *2019-2020 Teacher-Initiated Transfer Program* may be filed starting October 1, 2019. All approved transfer requests will remain active through September 30, 2020. 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 may be submitted:

- Via LAUSD email to HRSupportServices@lausd.net – please attach a scanned PDF version of the completed form and **include only your last name and employee number in the subject line.**
- Via school mail or US Mail to:
*Human Resources Division, Support Services Unit
333 South Beaudry Avenue, 15th Floor
Los Angeles, CA 90017*

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



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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>.

RELATED RESOURCES: Application LAUSD/HR Form 7761 entitled “*2019-2020 Teacher-Initiated Transfer Request*” will be available between October 1, 2019 and September 30, 2020. (Attachment A)

ASSISTANCE: For assistance or further information please contact Oscar Hernandez, Personnel Specialist, Certificated Assignments and Support Services at (213) 241-6923 or via email at oherna2@lausd.net.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent
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-059900.1.

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, 2019 and September 30, 2020.
- 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.”

TEACHER’S INFORMATION

Name		Employee Number	
Address		Preferred Contact Phone #	
LAUSD E-mail 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 Status (Check one)	
Current Position	Subject		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:

RETURN APPLICATION TO: Human Resources Division, Support Services Unit:

Email: HRSupportServices@lausd.net; US Mail or School Mail; 333 S. Beaudry Ave., 15th Floor, Los Angeles, CA 90017

LAUSD/HR Form 7761 10/2019

MEM-059900.1
Human Resources Division

October 1, 2019

