



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Teacher-Initiated Transfer Program

NUMBER: MEM-6159.0

ISSUER: Marjorie Josaphat, Director
Certificated Assignments and Support Services

Vivian K. Ekchian, Chief Human Resources Officer
Human Resources Division

DATE: October 1, 2013

PURPOSE: The purpose of this Memorandum is to provide Teacher-Initiated Transfer opportunities for all eligible teachers.

MAJOR CHANGES: None

INSTRUCTIONS: I. Teacher-Initiated Transfer Application Filing

ROUTING
All Schools and
Offices

Applications may be filed at any time and are active from October 1, 2013 through September 30, 2014. See Attachment A for the application form. Additional copies may be obtained by downloading the application from the Human Resources website at: <http://www.teachinla.com>, then clicking on HR Forms.

II. Program Description

The following Voluntary Teacher-Initiated Transfer Program description conforms is subject to the provisions cited under the District-UTLA Agreement, Article XI.

Voluntary Teacher-Initiated Transfer Program:

All appropriately credentialed District Intern, probationary or permanent teachers are eligible to apply to any school (including year-round or magnets) 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. Transfers under this section must meet the above criteria but will not be affected without the voluntary approval of both the employee and the site administrator of the sending and receiving school (or site selection committee in those schools with staff selection rights). Such approval lies within the discretion of both parties and transfers under this section are not subject to the grievance procedure (Article XI, Section 5.0). Part-time employees do not have transfer rights (Policy Guide E 24).



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Please note: An employee who obtains a transfer may not submit another transfer application request for three (3) school years. (LAUSD/UTLA Agreement, Article XI, Section 9.6).

III. Procedure

Principals are requested to:

- A. Call attention to teacher-initiated transfer opportunities and this memorandum during faculty meetings or in a school bulletin.
- B. Duplicate or email this memorandum and make copies available to teachers, as requested.
- C. Post a copy of this memorandum and the application form.

IV. Information regarding school vacancies are appropriate schools will be posted on the Human Resources Division website at www.teachinla.com. Please click on the link under Teacher Vacancies.

Completed applications must be returned to the Human Resources Division, Certificated Assignment and Support Services, 333 South Beaudry Avenue, 15th Floor, Los Angeles, CA 90017, or via facsimile at (213) 241-8410. Incomplete applications will not be processed.

RELATED RESOURCES:

Teacher-Initiated Transfer Program Application (Attachment A)

ASSISTANCE:

For assistance or further information please contact Personnel Specialists, Andres Equihua (213) 241-4198 or Vanessa Franklin (213) 241-6923, Certificated Assignments and Support Services Unit.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

MEM-6159
October 1, 2013

ATTACHMENT A

TEACHER-INITIATED TRANSFER APPLICATION

For information relative to program description and eligibility, refer to the attached memorandum. Teachers that have been successful in obtaining a transfer may not submit another transfer application for 3 school years. LAUSD/UTLA Agreement, Article XI, 9.6

TRANSFER PROGRAM	
<input type="checkbox"/>	<p>Voluntary Teacher-Initiated Transfer Program: <i>(Principal's signature required for approval).</i></p> <p>For the purpose of providing teacher initiated transfer opportunities to any school in the District as specified in LAUSD-UTLA Agreement Article XI, Section 5.0. It is important that this application be accurately completed; incomplete applications will not be processed and no further notification will be given.</p>

EMPLOYMENT INFORMATION							
Name				Employee No.			
Address			Home Phone No.	() -	District E-Mail Address		
			School Phone No.	() -	@lausd.net		
Present Location				Present Position			
Subject			Status	<input type="checkbox"/> Permanent	<input type="checkbox"/> Probationary	<input type="checkbox"/> District Intern	
Teachers with Provisional, University Intern status, Notice of Unsatisfactory Service or Below Standard Evaluation are not Eligible to apply.							
Are you currently on a leave of absence from your current assignment?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

You must check below the geographical area (e.g., North (ESC-N), East (ESC-E), West (ESC-W), or South (ESC-S)) and list at least one school to which you would be willing to transfer. You are not obligated or limited to the school(s) you list.

EDUCATIONAL SERVICE CENTER	<input type="checkbox"/>	NORTH (ESC-N)	<input type="checkbox"/>	SOUTH (ESC-S)	<input type="checkbox"/>	EAST (ESC-E)	<input type="checkbox"/>	WEST (ESC-W)
NO.		SCHOOL NAME				COST CENTER		
1								
2								
3								
4								

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

*(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.)

RETURN APPLICATION TO: Human Resources Division, Certificated Assignments and Support Services,
15th Floor, Baudry Building or via fax to (213) 241-8410.

THIS APPLICATION WILL NOT BE VALID AFTER SEPTEMBER 30, 2014

