



## **Certificated Transfer Process FAQs**

*During current LBUSD Schools Closure March 16-April 20, 2020*

### **Will the transfer deadline be extended past March 31st, since schools will be closed?**

The deadline to submit transfer applications to HRS for the 2020-2021 school year, at this time, still remains: on or before March 31, 2020.

### **If I cannot submit my transfer application via the portal, can I submit a paper copy in person to HRS?**

Due to the recommended Covid-19 precautions (including social distancing), the Central Office is currently closed to the public. However, you may submit your application to HRS in one of the following ways (in order of preference):

- Complete PDF fillable application available on our HRS home page at [teachlongbeach.com](http://teachlongbeach.com) or under *For current Employees* → *Transfer*. Send application as an attachment to [transfer@lbschools.net](mailto:transfer@lbschools.net).
- Scan completed paper application, attach and email to [transfer@lbschools.net](mailto:transfer@lbschools.net)
- Mail to HRS at: 1515 Hughes Way Long Beach, CA 90810
  - Attn: HRS, Transfer
  - Must be postmarked by March 31, 2020
- Fax to HRS at 562-997-8611

### **Will transfer postings continue to be shared during schools closure?**

Transfer postings will continue to be shared on our HRS website via the *Transfer Informational Postings* tab at [teachlongbeach.com](http://teachlongbeach.com).

### **Will I still be able to interview for specialized positions?**

Yes. However, how and when specialized position interviews will be held is to be determined. You may still share your interest in interviewing for specialized positions by emailing the respective principal(s) noted in the specialized posting.

### **Is someone available to assist me if I call HRS?**

Although the central office is closed to the public, our HRS office is taking phone calls in a limited capacity. Please direct questions regarding transfer to [transfer@lbschools.net](mailto:transfer@lbschools.net) or 562-997-8658. Due to limited staffing, please expect a return time of 72 hours on voicemails.