



**OFFICE OF THE DEPUTY SUPERINTENDENT OF EDUCATION SERVICES
HUMAN RESOURCE SERVICES**

(562) 997-8658 ❖ Fax (562) 997-8300

February 2019

To: Transfer Applicants

The Transfer Committee recommends that applicants review the following selected key procedures/provisions:

- All transfer applications must be submitted to HRS, no later than **March 31, 2019**. Late applications will not be accepted. Even if there is no current vacancy, it is recommended that you check as many schools and grades on the application as you are willing to be assigned. You may indicate your first three preferred school sites. Selection of preferred school sites will be considered in addition to other sites checked. Vacancies may occur late in the process, but changes to the transfer application will not be allowed after the deadline.
- If you need to make changes prior to the deadline, a new application must be submitted. If you are applying online, log back in, make your changes, hit submit. The updated application will replace the previous one. Changes to your application will not be accepted after the March 31, 2019 deadline.
- Once made, transfer placements are binding.
- If you have submitted a transfer request but no longer want to transfer, you must send a letter to HRS rescinding the transfer request. Since placements can occur at any time after March 31, and into the first seven (7) student days of the following traditional school year, a letter rescinding the transfer request must be received before placement is made.
- Credentials must match the position for which you are applying. All credentials will be checked to ensure proper employee placement and fulfillment of NCLB and Williams Case requirements.
- If there are any changes to your calendar, you are advised to check with your site payroll clerk for clarification on your specific situation.
- “Employees who are granted their transfer requests shall not be eligible to apply for a subsequent transfer for at least three (3) years except with the consent of the District.” Contract, p. VIII-5
- High schools listed jointly on the application (such as “Polytechnic / PAAL”) are considered one campus; consequently, you may be placed at either site.
- Once a transfer application is submitted, it is effective “through the end of the first seven (7) student days of the following traditional school year; ...” Contract, p. VIII-3
- If a placement has been made prior to the close of school, you will be notified by District e-mail. If a placement has been made after the close of school, you will be notified by U.S. mail. If you have not been placed, you will remain in the transfer pool through the first seven (7) student days of the following traditional school year.

On or before March 31, teachers, nurses and librarians may submit requests for transfer indicating each position for which they are credentialed and which they would be willing to accept, whether or not that position appears as a vacancy.



- Displaced – Employer
- Employee Initiated
- Return from LOA

2019-2020 REQUEST FOR TRANSFER – ELEMENTARY
DEADLINE: MARCH 31, 2019

Name _____ Employee ID _____
 Address _____ Home Phone _____ Cell Phone _____
 Current School(s) _____ FTE [Note % assigned to site(s)] _____
 Current Position _____ Position Applying for _____
(Teacher, Nurse, Librarian, Sp. Ed., Music, etc.) (Teacher, Nurse, Librarian, Sp. Ed., Music, etc.)
 Current Grade/Program _____ Bilingual Y ___ N ___ If Yes, Language(s) _____
 Years of Contract Service with the District _____ Years at Current Site _____

Check below all grade levels for which you would be willing to be assigned.

Grade: ___TK ___K ___1st ___2nd ___3rd ___4th ___5th

Check all schools for which you are credentialed** and to which you would be willing to be assigned.

	Addams		Cleveland		Henry **		Madison		Robinson
	Alvarado		Cubberley		Holmes		Mann		Roosevelt
	Barton		Dooley		Hudson		McKinley		Signal Hill
	Birney		Edison		Kettering		Muir		Smith
	Bixby		Emerson		King		Naples		Stevenson
	Bryant		Fremont		Lafayette		Newcomb		Tincher
	Buffum * Total Ln Center		Gant		Lincoln		Nieto Herrera		Twain
	Burbank		Garfield		Longfellow		Oropeza		Webster
	Burcham		Gompers		Los Cerritos		Powell		Whittier
	Carver		Grant		Lowell		Prisk		Willard
	Chavez		Harte		MacArthur		Riley		

* Buffum TLC requires SB792 immunization

**Henry is Dual Immersion.

Preferred SCHOOL SITES: First Site _____ Second Site _____ Third Site _____

Credentials Held _____

English Learner Certification Held: CLAD BCLAD CERT OF CMPLT. STAFF DVL. BCC EL AUTHORIZATION

**If you do not hold a credential/EL certification authorizing service for grades/subjects checked above, please specify the reason you believe you are qualified.

Have you submitted a Request for Transfer to Secondary? Yes _____ No _____

If so, please indicate your preference: Elementary _____ Secondary _____

SPECIAL EDUCATION

Are you interested in a Special Education position? Yes _____ No _____

Special Education program requested: Pre-K RSP Speech/Lang DHH MM MS APE PHI VI
Itinerant (Multiple locations)

Other: _____

If you had a transfer within the last 3 years, please indicate the reason for the transfer. (Please check one and provide an explanation):

____ Employee Requested ____ Employer Initiated ____ Other: _____

- Requests for Transfer will not be accepted after the March 31, 2019 deadline. It is important that applicants submit the original transfer request form to Human Resource Services. The Transfer Committee strongly recommends that you make a copy for your files.
- **Teachers, nurses and librarians may submit requests for transfer indicating each position for which they are credentialed and which they would be willing to accept, whether or not that position appears as a vacancy.**
- Once a Request for Transfer has been submitted, no additions or changes will be accepted after the March 31, 2019 deadline.
- Placements are made on a continuous basis prior to placement notifications being mailed. Therefore, if the employee has submitted a transfer request but no longer wants to transfer, he/she must send a letter rescinding the transfer request to HRS. This letter must be received before the placement is made. Since placements can occur at any time after March 31, and into the first seven (7) student days of the following traditional school year, it is important that a letter rescinding the transfer request is received.
- This form is in accordance with contract provisions detailed in Article VIII of the current Provisions of Agreement.

I have read and agree to follow the guidelines and deadlines listed above.

Teacher's Signature

Date

HRS USE ONLY

CREDENTIAL STATUS:

Wvr (# of years ____) Emerg Intern STSP Prelim CLR

Multiple Subject Single Subject: _____ **EXPIRES:** _____

Other: _____

CLAD BCLAD CCCSD BCC Reading Certificate EL EMBEDDED LDS

COMMENTS

Supplemental Authorization ____No ____Yes Subject Area: _____ (MS/HS) _____

Subject Area: _____ (MS/HS) _____

Board Authorization ____No ____Yes Subject Area: _____ (MS/HS) _____

Subject Area: _____ (MS/HS) _____

Subject Area: _____ (MS/HS) _____

Subject Area: _____ (MS/HS) _____

Subject Matter Authorization ____No ____Yes Subject Area: _____ (MS/HS) _____

Subject Area: _____ (MS/HS) _____

COMMENTS:

INITIALS _____