February 2020

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, 2020.** 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, 2020 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.

Approved:
David Zaid, Assistant Superintendent
Human Resource Services
1/1/19

☐ Displaced – Employer
☐ Employee Initiated
☐ Return from LOA

2019-2020 REQUEST FOR TRANSFER – SECONDARY
DEADLINE: March 31, 2020

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_____

List all the co-curricular assignments [e.g., coach (specify sport), yearbook sponsor, etc.] in which you are experienced/qualified and to which you would be willing to be assigned. _____

MIDDLE SCHOOL: Check all subjects/cores and schools for which you are credentialed* and to which you would be willing to be assigned.

____Computers   ____Humanities Core   ____Physical Ed   ____6th Self-Contained
____ELD   ____Industrial Tech   Dance ____   ____7th Self-Contained
____French   ____Language Arts   ____Reading (Elective) ____8th Self-Contained
____Health Ed   ____Math   ____Science   ____Other _____
____History/Social Science ____Music Instrumental ____Spanish
____Home Economics   ____Music Vocal   ____Tech Core

	Bancroft		Hoover		Lindbergh		Newcomb K-8		Stephens
	Cubberley K-8		Hudson K-8		Lindsey		Powell K-8		Tincher K-8
	Franklin		Hughes		Marshall		Robinson K-8		Washington
	Gompers K-8		Jefferson		Muir K-8		Rogers		
	Hamilton		Keller*		Nelson		Stanford		

*Keller is Dual Immersion

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

____ Art   ____ ELD   ____ Math   ____ Science – Geo
____ Business Ed ____ French   ____ Music – Instrumental ____ Science – Physics
____ Drive Ed   ____ German   ____ Music – Vocal   ____ Spanish
____ English   ____ Health Ed   ____ Physical Ed   ____ Other _____
Drama ____   ____ History   Dance ____
Journalism ____   ____ Home Economics ____ Science – Biology
Speech ____   ____ Industrial Tech ____ Science – Chemistry

	Browning		Jordan		McBride		Polytechnic/ PAAL		Wilson
	Cabrillo		Lakewood		Millikan		Renaissance		

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 in a subject area checked above, please specify the reason you believe you are qualified.

_____

(See Reverse Side for Additional Information)

Have you submitted a Request for Transfer to Elementary?   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, 2020 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, 2020 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 ☐CCSD ☐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_____

Approved:
David Zaid, Assistant Superintendent
Human Resource Services
1/1/20