



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.**



- 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.**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Computers              | <input type="checkbox"/> Humanities Core    | <input type="checkbox"/> Physical Ed        | <input type="checkbox"/> 6 <sup>th</sup> Self-Contained |
| <input type="checkbox"/> ELD                    | <input type="checkbox"/> Industrial Tech    | <input type="checkbox"/> Dance _____        | <input type="checkbox"/> 7 <sup>th</sup> Self-Contained |
| <input type="checkbox"/> French                 | <input type="checkbox"/> Language Arts      | <input type="checkbox"/> Reading (Elective) | <input type="checkbox"/> 8 <sup>th</sup> Self-Contained |
| <input type="checkbox"/> Health Ed              | <input type="checkbox"/> Math               | <input type="checkbox"/> Science            | <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> History/Social Science | <input type="checkbox"/> Music Instrumental | <input type="checkbox"/> Spanish            |   |
| <input type="checkbox"/> Home Economics         | <input type="checkbox"/> Music Vocal        | <input type="checkbox"/> 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.**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Art              | <input type="checkbox"/> ELD             | <input type="checkbox"/> Math                 | <input type="checkbox"/> Science – Geo     |
| <input type="checkbox"/> Business Ed      | <input type="checkbox"/> French          | <input type="checkbox"/> Music – Instrumental | <input type="checkbox"/> Science – Physics |
| <input type="checkbox"/> Drive Ed         | <input type="checkbox"/> German          | <input type="checkbox"/> Music – Vocal        | <input type="checkbox"/> Spanish           |
| <input type="checkbox"/> English          | <input type="checkbox"/> Health Ed       | <input type="checkbox"/> Physical Ed          | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Drama _____      | <input type="checkbox"/> History         | <input type="checkbox"/> Dance _____          |  |
| <input type="checkbox"/> Journalism _____ | <input type="checkbox"/> Home Economics  | <input type="checkbox"/> Science – Biology    |  |
| <input type="checkbox"/> Speech _____     | <input type="checkbox"/> Industrial Tech | <input type="checkbox"/> 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.

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** \_\_\_\_\_