



March 2011

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 **May 1, 2011**. Late applications will not be accepted. Even if there is no current vacancy, it is recommended that applicants check as many schools and grades on the application as they 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. Changes to your application will not be accepted after the May 1, 2011 deadline.
- Once made, transfer placements are binding. 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. Since placements can occur at any time after May 1, and into the first seven 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 the employee is applying. All credentials will be checked to ensure proper employee placement and fulfillment of NCLB and Williams Case requirements.
- Please be advised that any changes to your calendar (traditional to year-round, year-round to traditional, or any track changes) may require that you make-up days to complete a full year of STRS credit. 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, the applicant may be placed at either site.
- If 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, applicants will be notified by mail. Qualified applicants who have not been placed will continue to be in the transfer pool through the first seven (7) student days of the following traditional school year.



Displaced = Employer Initiated

OR

Employee Initiated

2011-2012 REQUEST FOR TRANSFER – ELEMENTARY
DEADLINE: MAY 1, 2011

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: ___ Kgn ___ 1st ___ 2nd ___ 3rd ___ 4th ___ 5th

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

YEAR-ROUND: All year-round schools will follow a 60/20 single track - Track B calendar

Addams	Burnett	Harte	Lincoln	Roosevelt	Whittier
Alvarado	Edison	Lafayette	Powell	Signal Hill	Willard
Burbank	Grant	Lee	Robinson	Stevenson	

TRADITIONAL:

Avalon*	Cleveland	Holmes	Lowell	Newcomb
Barton	Cubberley	Hudson	MacArthur	Prisk
Birney	Dooley	International	Madison	Riley
Bixby	Fremont	Keller	Mann	Tincher
Bryant	Gant	Kettering	McKinley	Twain
Burcham	Garfield	King	Monroe	Webster
Carver	Gompers	Longfellow	Muir	
Chavez	Henry	Los Cerritos	Naples	

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

*Note: Avalon is on Catalina Island.

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/schools 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
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 May 1, 2011 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.
- Once a Request for Transfer has been submitted, no additions or changes will be accepted after the May 1, 2011 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 May 1, 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

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 _____