

**TITLE:** Teacher-Initiated Transfer Program  
**NUMBER:** MEM-059900.5  
**ISSUER:** Francisco J. Serrato, Ed.D.  
Interim Chief Human Resources Officer  
Human Resources Division  
**DATE:** September 25, 2023

**ROUTING**  
All Employees  
All Locations

**PURPOSE:** The purpose of this Memorandum is to provide information regarding the 2023-2024 *Teacher-Initiated Transfer Program* to all potentially eligible teachers.

The term "transfer" refers to a change of a contract employee's assigned school or time reporting location to another school or location, without changing the employee's classification of employment.

The LAUSD-UTLA Agreement, Article XI (Section 5.0) provides all appropriately credentialed probationary or permanent teachers the opportunity to apply to any school (including year-round or magnet) in the District where the transfer will not adversely affect the Bilingual Master Plan needs of the receiving or sending school or disrupt the instructional program needs of the sending school.

Limitations:

- At the discretion of the District, teacher-initiated transfers from any school site in any school year may be limited to 10% of the employees, or three employees, whichever is greater. (*LAUSD/UTLA Agreement, Article XI, Section 1.2*)
- An employee who is successful in obtaining a transfer may NOT submit another transfer application request for three (3) school years. (*LAUSD/UTLA Agreement, Article XI, Section 9.6*)

The following guidelines apply.

*To promote the professional growth, learning, and development of new teachers, **it is strongly recommended that eligible probationary teachers remain at one school until they have been recommended for permanent status.** This foundation helps promote teacher growth while creating stability in the instructional program for schools and positively impacting new teacher retention rates.*

**Note that obtaining an approval for this request does not guarantee a transfer.**

Upon securing another position, teachers **MUST** immediately notify their current administrator. The receiving and sending administrators will determine a mutually acceptable date for the transfer to be finalized.

**Approval resides within the discretion of all parties and transfers under this section are not subject to the grievance procedure. (LAUSD/UTLA Agreement, Article XI, Section 5.0)**

**Principals:**

Principals or designees are required to post a copy of this memorandum and application (*HR Form 7761*) and make copies available to teachers who are eligible and interested in applying for this program. Additionally, principals are asked to inform staff in faculty meetings or by school bulletins regarding this transfer opportunity.

**Teachers:**

Applications for the *2023-2024 Teacher-Initiated Transfer Program* may be filed starting October 1, 2023. All approved transfer requests will remain active through September 30, 2024. See Attachment A (*HR Form 7761*) for the application form. Additional copies of this and other HR forms may be obtained through the Human Resources website at <https://achieve.lausd.net/Page/1546> and eLibrary at <https://my.lausd.net/webcenter/portal/LAUSD>.

Completed application forms must be submitted via LAUSD email to [HRSupportServices@lausd.net](mailto:HRSupportServices@lausd.net) – please attach a scanned PDF version of the completed form and **include your full name and employee number in the subject line.**



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

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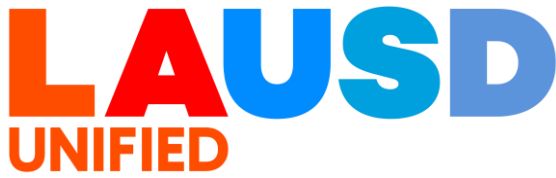
Responses to these transfer requests will be emailed to the employee's LAUSD email address within seven days of receipt of the completed application.

After obtaining approval to the transfer request, teachers may look for vacancies to interview and be selected at another site. To help with this process, vacancy information is posted on the Human Resources Division website at <https://achieve.lausd.net/Page/1566>.

**RELATED RESOURCES:** Not applicable.

**ATTACHMENTS:** Attachment A--Teacher-Initiated Transfer Request. The application will be available between October 1, 2023 and September 30, 2024.

**ASSISTANCE:** For assistance or further information, please contact your HR Personnel Specialist: <https://www.lausd.org/Page/3446>.



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

**TEACHER-INITIATED TRANSFER REQUEST**

The teacher-initiated transfer program provides teachers the opportunity to seek transfers to any school in the District as specified in the LAUSD/UTLA Collective Bargaining Agreement Article XI, Section 5.0. For information related to the program description and eligibility, please refer to MEM-059900.5.

**Note the following:**

- All appropriately credentialed probationary or permanent teachers are eligible to apply. (Article XI, Section 5.0)
- Teachers with a *Notice of Unsatisfactory Service* or *Below Standard Evaluation* are NOT eligible to apply. (Article X-A, Section 5.0, a (1))
- This application is only valid between October 1, 2023 and September 30, 2024.
- Per LAUSD/UTLA Agreement, Article XI, 9.6, "an employee who is successful in obtaining a transfer may NOT submit another transfer application request for three (3) school years."

**Applications must be submitted via LAUSD email to [HRSupportServices@lausd.net](mailto:HRSupportServices@lausd.net)** – please attach a scanned PDF version of the completed form and include your full name and employee number in the subject line.

**TEACHER'S INFORMATION**

Name				Employee Number	
Address				Preferred Contact Phone #	
LAUSD email Address	_____@lausd.net (Response to transfer request will be emailed to this address)				
Current Work Location				Current Work Location Code	
Are you on a leave of absence from your current assignment?    YES <input type="checkbox"/> NO <input type="checkbox"/>					
Current Position		Subject		Current Status (Check one)	<input type="checkbox"/> Permanent <input type="checkbox"/> Probationary <input type="checkbox"/> District Intern
Check at least one Region where you might be seeking a transfer to. You are not obligated or limited to these choices.					
Region	North <input type="checkbox"/>	East <input type="checkbox"/>	West <input type="checkbox"/>	South <input type="checkbox"/>	
Teacher's Signature				Date:	
<b>THIS SECTION MUST BE COMPLETED BY CURRENT PRINCIPAL/ADMINISTRATOR FOR REQUEST TO BE PROCESSED.</b>					
Principal's signature denotes approval to transfer provided the transfer will not adversely affect instructional program needs as specified in Article XI, Section 5.0 of the District-UTLA Agreement. Furthermore, by signing this transfer request, <b>principal acknowledges that the applicant has not received and/or is not on track to receive a Notice of Unsatisfactory Service or a "Below Standard" evaluation in the previous or current school year. (Article X-A, Section 5.0, a (1) of the District-UTLA Agreement)</b>					
Available for Transfer:	Immediately <input type="checkbox"/>	End of Current Semester <input type="checkbox"/>	End of Current School Year <input type="checkbox"/>		
Principal's Signature				Date:	

LAUSD/HR Form 7761 9/2023