



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: Voluntary Continuous Service Transfer Program

NUMBER: MEM-066700.4

ISSUER: Ileana M. Dávalos, Chief Human Resources Officer
Human Resources Division

Leanne Hannah, Director
Certificated Assignments and Support Services

ROUTING
All Teachers
Regions
Community of Schools
Administrators

DATE: January 30, 2023

DUE DATE: April 1, 2023

PURPOSE: The purpose of this Memorandum is to provide information regarding the 2023-2024 Voluntary Continuous Service Transfer Program. The Los Angeles Unified School District-United Teachers Los Angeles (LAUSD-UTLA) Agreement, Article XI (Section 13.0) provides teachers with permanent or continuing status who also meet either of the following conditions, an opportunity to apply for the K-12 Voluntary Continuous Service Transfer Program:

Category A: The teacher has, for at least eight consecutive years immediately preceding the proposed date of transfer, served at a location currently designated as a Title I school.

Category B: The teacher has, for at least four consecutive years immediately preceding the proposed date of transfer, served at a location not currently designated as a Title I, but is willing to transfer to a Title I school.

The Agreement provides for seventy-five (75) transfer opportunities from Category A and seventy-five (75) from Category B. Applicants must make themselves available for at least two geographic Regions [i.e., East, North, South, and West (See Attachment A)]. For the purpose of this transfer, all schools are considered to be within the corresponding Regions in which they are geographically located: East, North, South, and West.

Click [here](#) to locate the K-12 school listings and determine the Regions for this application. You can also visit www.lausd.net and click on [Find a School](#).

MAJOR CHANGES: This Memorandum replaces Human Resources Division MEM-066700.3 of the same subject issued January 17, 2022. The dates have been updated for the 2023-2024 school year.



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INSTRUCTIONS: The following guidelines apply.

Principals:

Principals or designees are required to post a copy of this memorandum and application (HR Form 7762) 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. Please note that while the principal's signature is not required, applicants are encouraged to notify their administrators about their intent to apply for this transfer program.

Teachers:

Applications for the 2023-2024 Voluntary Continuous Service Transfer Program may be filed beginning on **February 1, 2023**. Completed application forms must be returned to: Human Resources Division, Certificated Assignments and Support Services, Support Services Unit, via email as scanned PDF attachment to HRSupportServices@lausd.net. Application forms that are not properly completed will be returned to applicants.

Faxed applications will not be accepted or processed.

Applicants will be notified in early **May 2023** regarding eligibility for the program. Approved Voluntary Continuous Service Transfers are valid for the 2023-2024 school year only (**July 1, 2023 through June 30, 2024**).

Human Resources personnel will assist those selected for this transfer program in identifying vacancies by posting them on the HR website at www.teachinla.com.

Mandatory assignment to a specific school is not possible. Teachers must interview and be selected at another school site. The Voluntary Continuous Service Transfer will be utilized to facilitate the reassignment to the new location.

During periods of critical personnel shortage or other emergency situations, transfers may be held in abeyance.



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Senate Bill 1655, also known as the Scott Bill, limits the District's ability to assign or offer assignments to the 75 teachers selected for the program. Historically, Senate Bill 1655 gave principals of API deciles 1 to 3 schools the right to accept or refuse a voluntary transferee. In addition, after **April 15th** it restricts the District's ability to assign priority to a teacher who requests to be transferred to another school over any other applicant.

**RELATED
RESOURCES:**

Application LAUSD/HR Form 7762 entitled "2023-2024 Voluntary Continuous Service Transfer Program" is due by 5:00 p.m. on April 1, 2023. (Attachment A)

ASSISTANCE:

For assistance or further information, please HRSupportServices@lausd.net.



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MEMORANDUM**

ATTACHMENT A

2023-2024 VOLUNTARY CONTINUOUS SERVICE TRANSFER PROGRAM APPLICATION (Deadline to Apply: April 1, 2023)			
<p>Program Eligibility: Permanent teachers who meet either of the following conditions are eligible to transfer under the K-12 Continuous Service Transfer Program: Category A: The teacher has, for at least eight consecutive years immediately preceding the proposed date of transfer served at one or more locations currently designated as a Title I school. Category B: The teacher has, for at least four consecutive years immediately preceding the proposed date of transfer, served at a location not currently designated as Title I, but is willing to transfer to a Title I school.</p>			
EMPLOYEE INFORMATION:			
Name		Employee Number	
Address		Preferred Contact Phone #	
LAUSD E-mail Address	@lausd.net		
Current Work Location		Region	
Current Position		Number of years at current school	
CREDENTIALS: List all current teaching credentials and certificates including Specialist, and/or Administrative.			
Name of Credential:		Date of Expiration:	
1.		1.	
2.		2.	
Indicate language(s) spoken other than English:			
1.		2.	
Special skills, qualifications, experiences and/or recent training:			
REQUESTED AREAS AND LOCATIONS:			
<p>Check at least two Regions where you might be seeking a transfer to. You are not obligated or limited to these choices. Note that mandatory assignment to a specific school is not possible. Teachers must interview and be selected at another school site to utilize this transfer. During periods of critical personnel shortage or other emergency situations, transfers may be held in abeyance.</p>			
REGIONS	EAST <input type="checkbox"/>	SOUTH <input type="checkbox"/>	NORTH <input type="checkbox"/> WEST <input type="checkbox"/>
Teacher's Signature			Date
Principal's Signature <small>(Not required – for information only)</small>			Date
<p>Return completed application as a PDF file via email to HRSupportServices@lausd.net. Include the following in the subject line: CSTR, Teacher's Name – Employee Number Application is due by 5:00 pm on April 1, 2023.</p>			

