

TITLE: Voluntary Continuous Service Transfer Program
NUMBER: MEM-066700.5
ISSUER: Francisco J. Serrato, Ed.D.
Interim Chief Human Resources Officer
Human Resources Division
DATE: January 29, 2024

ROUTING
All Teachers
Regional
Administrators

PURPOSE: The purpose of this Memorandum is to provide information regarding the 2024-2025 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 areas [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: North, South, East or West.

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

The following guidelines apply.

Principals:

Principals or designees are required to post a copy of this memorandum and make copies available to teachers who are eligible and interested in applying for this program. Information about the program and the application can be found on the district website: [https://www.lausd.org/Continuous Service Transfer Program](https://www.lausd.org/ContinuousServiceTransferProgram). 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:

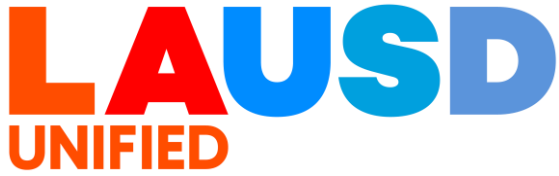
Applications for the 2024-2025 Voluntary Continuous Service Transfer Program may be filed beginning on **February 1, 2024**. Digital application forms are accessible using this link: [https://www.lausd.org/Continuous Service Transfer Program](https://www.lausd.org/ContinuousServiceTransferProgram). The deadline is April 1, 2024.

Applicants will be notified in early **May 2024** regarding eligibility for the program. Approved Voluntary Continuous Service Transfers are valid for the 2024-2025 school year only (**July 1, 2024 through June 30, 2025**).

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

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.

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.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

RELATED RESOURCES: <https://www.lausd.org/Continuous Service Transfer Program>
Deadline April 1, 2024 - 5:00 p.m.

ATTACHMENTS: Not applicable.

ASSISTANCE: For assistance or further information, please contact your HR Personnel Specialist: [https://www.lausd.org/Certificated Assignments and Support Services Staff Directory \(link\)](https://www.lausd.org/Certificated Assignments and Support Services Staff Directory (link))