



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Continuous Service Transfer Program

NUMBER: MEM-5672.0

ISSUER: Deborah Ignagni, Assistant Chief Human Resources Officer
Certificated Employment Operations

Vivian K. Ekchian, Chief Human Resources Officer
Human Resources Division

DATE: February 1, 2012

ROUTING
All Schools and
Offices

PURPOSE: The purpose of this Memorandum is to provide information on the LAUSD-UTLA Agreement, Article XI (Section 13.0) which states that teachers with permanent or continuing status who meet either of the following conditions are eligible to apply for transfer under the K-12 Continuous Service Program:

Category A: This 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 or Urban Impact I School, or

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 or Urban Impact I but is willing to transfer to a Title I or Urban Impact I school.

The LAUSD-UTLA Agreement provides for seventy-five transfer opportunities from Category A and seventy-five from Category B. Selection is based on seniority. Applicants must make themselves available for at least two geographic areas (i.e., North (1, 2), West (3), East (4, 5, 6), South (7, 8). See Attachment A.

MAJOR CHANGES: None

INSTRUCTIONS: 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.

The Scott Bill:

- Gives principals of API deciles 1 to 3 schools the right to accept or refuse a voluntary transferee.
- After April 15th, the District will not be able to assign priority to a teacher who requests to be transferred to another school over any other applicant.



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Applicants will be notified in early May regarding eligibility for the program.

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 will not be possible. It will be necessary for individuals to interview and be selected at another school site. The Continuous Services Transfer will be used to facilitate the reassignment to the new location if selected.

Applications for the Continuous Service Transfer Program may be filed on or after February 1, 2012. Completed application forms must be returned to Human Resources Division, **Certificated Employment Operations, Teacher Integration Unit**, Beaudry Building, 15th floor, before 5:00 p.m. on April 2, 2012. **Application forms that are not properly completed will be returned to applicants.**

Continuous Service transfers are effective at the beginning of the 2012-13 school year.

Principals or designees are to post a copy of this memorandum and application form 7762-16 1/03, 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 of transfer opportunities.

Faxed applications will not be accepted or processed.

**RELATED
RESOURCES:**

Application LAUSD/HR Form 7762-16 1/03 entitled "Continuous Service Transfer Program" 2012-2013 is due by 5:00 p.m. on April 2, 2012. (Attachment A)

ASSISTANCE:

For assistance or further information please contact Vanessa Franklin, Personnel Specialist, Certificated Employment Operations, Teacher Integration Unit at (213) 241-6923 or via email at vanessa.franklin@lausd.net.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

MEM-5672.0
February 1, 2012

ATTACHMENT A

CONTINUOUS SERVICE TRANSFER PROGRAM 2012-13

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 or Urban Impact I School, or

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 or Urban Impact I but is willing to transfer to a Title I or Urban Impact I School.

EMPLOYEE INFORMATION:

Name: _____ Employee Number: _____
 Address: _____ Telephone Home: () - _____
 _____ School: () - _____
 Present Position: _____ Ethnicity: Minority Non-Minority
 Present School: _____ Local District: _____ Number of years at present school: _____

TEACHER EXPERIENCE: List service which qualifies you for eligibility, begin with current assignment.

School Name (List LAUSD schools only)	School Location Code	Date of Service		Subj/Grade	Title I	Urban Impact	Years of Service
		From	To				

LEAVE(S) TAKEN:

Type of Leave	Dates		Comments
	From	To	



CREDENTIALS: List all current teaching credentials and certificates including Specialist, and/or Administrative.

Name of Credential:

Date of Expiration:

Indicate language(s) spoken other than English:

1.		Fluency level: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
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2.		Fluency level: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
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Special skills, qualifications, experiences and/or recent training:

REQUESTED AREAS AND LOCATIONS:

It is required that you list two geographic areas North, South, East, West, to which you would like to transfer, in order of preference.

For purpose of transfer, all schools are considered to be within the area (North, South, East, or West) in which they are geographically located. You may select up to five schools to which you would like to transfer if a position were available. **If you are applying under Category B you must list Title I schools only.**

Applications that do not include a 2nd geographic choice will not be accepted.

Geographic Areas: North, South, East, West 1st _____ and 2nd _____ Choices.

In priority order, list schools within the two geographic areas you selected.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | _____ |

Teacher's Signature

Date

Principal's Signature
(Not required-for information only)

Date

Return completed application to: Human Resources Division, Teacher Integration Unit, Beaudry Bldg, 15th floor. Application due no later than April 2, 2012. (This application not valid after April 2, 2012.)

FAXED APPLICATIONS WILL NOT BE ACCEPTED.