

ATTACHMENT A

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-059900.6.

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, 2025 and September 30, 2026. (Does not apply to California State Preschool/Early Ed Teachers)
- 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 <u>HRSupportServices@lausd.net</u> / Early Ed submit to <u>EarlyChildhood@lausd.net</u> *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										Emple Num				
Address									Pre	eferred Phoi	Contact			
LAUSD email Address	@lausd.net (Response to transfer request will be emailed to this address)													
Current Work Location										Current Locatio	-			
Are you on a leave of absence from your current assignment? YES											o 🗆			
Current Position	Subject							C	Current (Check		Permanent Probationary District Intern			
Check at least one Region where you might be seeking a transfer to. You are not obligated or limited to these choices. *California State Preschool / Early Ed Center Teachers Only: enter desired transfer sites by priority.														
Region	North				East			West				South		
*Preferred Sites Early Ed Only														
Teacher's Signature										Date:Click or tap to enter a date.				
THIS SECTION MUST BE COMPLETED BY CURRENT PRINCIPAL/ADMINISTRATOR FOR REQUEST TO BE PROCESSED.														
Principal's sign specified in Ari acknowledges Standard" eva	ticle XI, Se that the c	ction 5.0 applican	of the <u>Dist</u> t has not re	trict-UTLA	Agreemer d/or is not	t. Furthe	more, by o receive	signing the a Notice	nis trans <i>of Unsa</i>	sfer re I tisfac i	quest, pri i tory Servia	ncipal ce or a "Below	,	
Available for T	ransfer:	Immediately				End of Current Semester					End of Current School Year			
Principal's Signature									Dat	Date: Click or tap to enter a date.				