

## 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 <a href="https://example.com/HRSupportServices@lausd.net">HRSupportServices@lausd.net</a> / Early Ed submit to <a href="mailto:EarlyChildhood@lausd.net">EarlyChildhood@lausd.net</a> \*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											oloyee mber			
Address											ed Contact one #			
LAUSD email Address	@lausd.net (Response to transfer request will be emailed to this address)													
Current Work Location											nt Work on Code			
Are you on a leave of absence from your current assignment? YES											NO 🗆			
Current	Subject								C	at Ctatus	Permanent			
Position								Current Status (Check one)		Probationary				
										District Intern				
Ch	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					East West			West		] s		outh		
*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 Ar							-					-		
acknowledges					-				-	-	-			
Standard" eva	iuation in	tne pre	vious or cui	rrent schoo	<b>oi year. (</b> Arti T	cie X-A, .	section 5.	U, a (1) o	f tne	DISTRICT	-UILA Agre	rement <b>)</b>		
Available for T	ansfer: Immediately 🗌				End of Current Semester					End of Current School Year				
Principal's Signature										Date: Cli	ck or tap t	o enter a dat	e.	

MEM-059900.7 Human Resources Division September 23, 2025