

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

April 25, 2011

TO: ALL CERTIFICATED EMPLOYEES UNDER CONTRACT

SUBJECT: CERTIFICATED TRANSFER REQUESTS, 2011-2012 SCHOOL YEAR
(Alessandro, Del Rosa, Marshall, Hillside, North Park & Palm)

In accordance with the existing agreement between the San Bernardino Teachers Association and the San Bernardino City Unified School District, certificated personnel are given the opportunity to request transfers for the ensuing school year.

The agreement stipulates that in order to file a request for voluntary transfer, a teacher must have an overall rating of Meets or Exceeds acceptable performance on his/her most recent evaluation. A written statement of the desire to transfer to another work site must be filed with the Certificated Human Resources Division no later than April 29, 2011. Probationary I teachers are not eligible to request a transfer under this section. *Teachers who have not submitted their Intent to Return form indicating that they will return for the 2011-2012 school year are eligible to submit a transfer request. However, transfers will not be formalized until an Intent to Return form has been submitted.*

If you are interested in a transfer for the 2011-2012 school year, please scroll down to the next page and copy the TRANSFER REQUEST FORM (you may list up to four sites). Complete the form and submit it in PERSON to the Certificated Human Resources Division by no later than 4:00 p.m. on Friday, April 29, 2011.

Once selected the tenured unit member may only rescind his/her request with the District's agreement. A transfer to a different track/work calendar may result in a reduction or increase of work year for the 2011-2012 school year.

Late transfer requests will not be accepted. If you wish to remain at your present site no action is necessary.

If you have any questions, please contact the Certificated Human Resources Division (381-1105).

TOM HALDORSEN
Director Recruitment/Employment
Certificated Human Resources

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
CERTIFICATED HUMAN RESOURCES
REQUEST FOR TRANSFER
(Article XIX, Section 3 of Certificated Agreement)
2011-2012 SCHOOL YEAR**

Name: _____

Present School Assignment:

Location: _____ Subject/Grade: _____

Credentials that you presently hold:

Choice of schools in order of preference. ***List no more than four schools.***

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

Secondary teachers, indicate subject area in order of preference. Elementary teachers, indicate grade level preference as primary or upper. ***Do not request specific grade levels.***

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

If applicable, choice of tracks in order of preference (A,B,C,D).

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

This transfer request must be received by Certificated Human Resources by 4pm April 29, 2011 in order to be considered for the beginning of the 2011-2012 school year. Late transfer requests will not be accepted. This transfer request will remain in effect through the sixth week of the 2011-2012 modified traditional school year, unless withdrawn in writing prior to selection. Once selected for transfer the tenured unit member may only rescind his/her request with the District's agreement. An employee will be limited to one voluntary transfer per school year.

Signature

Date

Social Security Number

Employee Number