

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

February 21, 2018

TO: ALL CERTIFICATED EMPLOYEES UNDER CONTRACT
SUBJECT: CERTIFICATED TRANSFER REQUESTS, 2018-2019 SCHOOL YEAR

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 Standards or above 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 March 30, 2018. Emergency, Intern and Probationary I teachers are not eligible to request a transfer under this section.

If you are interested in a transfer for the 2018-2019 school year, please complete the **REQUEST FOR TRANSFER FORM**. You must submit the form in **PERSON** to the Certificated Human Resources office in the PDC Building by no later than 4:00 P.M on Friday, March 30, 2018. We cannot accept the transfer form through email, fax or through the 'pony' system.

If you wish to rescind on your transfer request, you may do so, in person, at the Certificated HR office.

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

If you have any questions, please contact Eric Brown in the Certificated Human Resources office at 381-1105.

Marcus Funchess, Ed. D.
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)
2018-2019 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. _____

This transfer request must be received by Certificated Human Resources (in the PDC building by 4 P.M. March 30, 2018 in order to be considered for the beginning of the 2018-2019 school year. Late transfer requests will not be accepted. This transfer request will remain in effect through the sixth week of the 2018-2019 modified traditional school year, unless withdrawn in writing prior to selection. Once selected for a 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. If there are any reasonable accommodations in existence, please notify the Affirmative Action Office for further assistance at (909) 381-1122.

Signature

Date

Employee Number