

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

June 9, 2021

**TO: ALL CERTIFICATED EMPLOYEES UNDER CONTRACT**  
**SUBJECT: VIRTUAL ACADEMY TRANSFER REQUESTS, 2021-2022 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 a transfer to the Virtual Academy program for the 2021-2022 school year.

The agreement stipulates that in order to file a request for a 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 Virtual Academy must be filed with the Certificated Human Resources Division no later than **June 11, 2021**. Emergency, Intern and, Probationary I teachers are not eligible to request a transfer under this section.

If you are interested in a transfer to the Virtual Academy program, please complete the REQUEST FOR TRANSFER FORM at <https://forms.gle/tG4Af8n6Srj1Be4s9>.

You must submit the form electronically to Certificated Human Resources office by 4:00 P.M on Thursday, June 11, 2021. Late requests will not be accepted. We cannot accept the transfer form through fax or through the 'pony' system.

If you wish to rescind your transfer request, you may do so by emailing Lilia Mejia or Eric Brown. 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.**

If you have any questions, please contact Lilia Mejia or Eric Brown in the Certificated Human Resources office.

Ms. Dion Clark  
Director Recruitment/Employment  
Certificated Human Resources