



SAN BERNARDINO CITY  
UNIFIED SCHOOL DISTRICT  
*Making Hope Happen*

Marcus Funchess, Ed.D.  
Assistant Superintendent

TO: All Certificated Employees Under Contract  
SUBJECT: Certificated Transfer Requests: 2025-2026 School Year  
DATE: February 14, 2025

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 for the upcoming 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. An electronic google form of the desire to transfer to another work site must be filed with the Human Resources-Certificated office no later than March 21, 2025. Emergency, Intern and, Probationary 1 teachers are not eligible to request a transfer under this section.

If you are interested in a transfer for the 2025-2026 school year, please complete the Request for Transfer Form at <https://docs.google.com/forms/d/e/1FAIpQLSfMe3a0ZcVuiiCPlcvqxsJTLqhE4MpyQxT04xjzgwHYALU9Jg/viewform?usp=preview>

You must submit the form electronically to the Human Resources-Certificated office by 4:00 P.M. on Friday, March 21, 2025. Late requests will not be accepted. We cannot accept the transfer form through fax or through the 'pony' system.

This transfer request will remain in effect through the sixth week of the 2025-2026 modified traditional school year, unless withdrawn in writing prior to selection. **If you wish to rescind your transfer request, you may do so by emailing [lilia.mejia@sbcusd.k12.ca.us](mailto:lilia.mejia@sbcusd.k12.ca.us).** 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.**

**Substitute teachers do not qualify to put in for a transfer through the bulletins.**

If you have any questions, please contact Lilia Mejia in the Human Resources-Certificated office at (909) 381-1105.

Robert Morales, Ed.D., Director  
Recruitment & Employment  
Human Resources-Certificated

RM/lm

HUMAN RESOURCES DIVISION

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