

VENTURA UNIFIED SCHOOL DISTRICT  
Certificated Human Resources

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**TEACHER TRANSFER REQUEST**

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VUSD invites your participation in the Teacher Transfer Policy as agreed with the Ventura Unified Educators Association (see **Article 11 – Assignment and Transfer** in the Collective Bargaining Agreement).

Each year, bargaining unit members who desire a transfer to a different school site must file a request with Certificated Human Resources. Although it is not always possible to accommodate requests, careful consideration will be given. Not later than April 20 of each school year, the Certificated Human Resources office shall post a list of all vacancies and transfer opportunities reported by the principals on the district WEB site and at the Human Resources Office. Additional openings that occur after this date, including openings that occur during the summer, shall be posted in the same manner.

If a bargaining unit member does not receive a new assignment following the first posting, the request will also be considered during the supplemental posting period (s).

To maximize your transfer opportunities, indicate all grades/subject areas you would consider.

*NOTE: If a bargaining unit member wishes to be considered for transfer during the summer months, make sure Certificated Human Resources has your summer address and telephone number. Transfer requests are destroyed after October 31<sup>st</sup> of each school year. Bargaining unit members must file a new request each year to continue being considered for a transfer.*

*The Governing Board is committed to equal opportunity for all individuals in education. District programs, activities and employment shall be free from discrimination based on actual or perceived sex, sexual orientation, gender, marital or parental status, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, section 504 disability, age, or any other unlawful consideration, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity.*

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**TRANSFER REQUEST for:** \_\_\_\_\_ **School Year**

Name: \_\_\_\_\_ Signature/Date: \_\_\_\_\_  
Last/First

Current Assignment: \_\_\_\_\_  
School Subject/Grade Work/Classroom Extension

District Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Telephone: \_\_\_\_\_

If openings occur during the summer, would you want to be considered?  No  Yes (if yes, please list information on where you can be reached during the **SUMMER**):

Telephone: \_\_\_\_\_ Personal Email: \_\_\_\_\_ Address: \_\_\_\_\_

**First Choice:**

\_\_\_\_\_ (School) \_\_\_\_\_ (Grade or Subject)

**Second Choice:**

\_\_\_\_\_ (School) \_\_\_\_\_ (Grade or Subject)

**Third Choice**

\_\_\_\_\_ (School) \_\_\_\_\_ (Grade or Subject)

If we cannot accommodate any of the schools you chose, should we consider any school?  No  Yes

*\* (if yes, list ANY or state specifically what School(s))* \_\_\_\_\_

If we cannot accommodate the Grade/Subject areas should we consider other Grade/Subjects?  No  Yes

*!(if yes, what subjects and/or grade levels)* \_\_\_\_\_

*\* if blank all schools or subjects within credential area will be considered)*

**EXPERIENCE:** Number of Years in VUSD \_\_\_\_\_ TOTAL Number of Years in Teaching \_\_\_\_\_

Number of Years at Grade Level/Subject Requested:

COLLEGE Degree(s)	College	Degree Major/Minor
Bachelor:		
Bachelor:		
Master:		
Doctorate:		

**CREDENTIAL (s) & Credential Authorizations Held;** *please indicate if you have an English Language Learner authorization (CTEL, CLAD, ELL authorization embedded in current credential, BCLAD, BCC, etc.):*

**OTHER** Relevant Coursework or Experience:

**For Office Staff Use Only:**

**Current Class/Step:** \_\_\_\_\_

**Units Past BA:** \_\_\_\_\_ **Units in Subject Area(s):** \_\_\_\_\_