La Mesa-Spring Valley Schools
Transferring Teacher Guidelines

Important Contact Information:

Warehouse	Robert Swathwood	x 4732
Media Services	Kristi Moorhead	x 3136
IT Help Desk	IT Help Desk	x 6440
Human Resources	Marla Locklar	x 6372
Human Resources	Jenine Henry	x 6368

Date	Task	Responsible Party
Early Spring	Teacher, current site, and receiving site are notified	HR
3-5 days after being notified	Receiving Principal contacts new Teacher to discuss transition. Consider the following: ☐ Have Teacher attend staff meeting. ☐ Connect Teacher with grade level team. ☐ Include Teacher in Principal updates, school/staff newsletters, end of year social event, etc. ☐ Connect Teacher with SOM to review site procedures such as ordering, duty schedules, etc. ☐ Provide room number (if known)	Receiving Principal
No later than 4/25/22	Complete:Transfer Teacher Move Request Form	Teacher
5/1/22	Notify Warehouse of teacher moves	HR
5/27/22	Boxes and tape provided to transferring teachers ☐ 25-30 boxes ☐ 1 roll of packaging tape	Warehouse
6/15/22	Notify site custodians of teacher transfers in order to prioritize cleaning of classrooms assigned to transferees	HR
6/17/22	Complete: Teacher Transfer Site Checklist	Current/ Receiving Principal
No later than 6/22/22	Packing: 1. All items must be in a box*	Teacher

	2. All items must be labeled: ┌─────────────────────────────┐ │ Last Name, First Name │ │ FROM SITE: _____ ROOM #:_____ │ │ TO SITE: _____ROOM #:_____ └─────────────────────────────┘ 3. All items purchased with site funds shall remain in the classroom. 4. All furniture, other than personal items, shall remain in the classroom. 5. Some curriculum materials (i.e., teacher's guide) may move to the new site. Work with LLRT and site administrator to determine which parts of the curriculum, if any, will move to the new site. 6. Teacher laptop goes with Teacher to the new site. *Note: *The warehouse is not responsible for loss or damage to personal property.*	
No later than 7/28/22	Boxes will be moved to designated school and classroom. * Warehouse will then notify individual teacher once move has been completed.	