

La Mesa-Spring Valley Schools Transferring Teacher Guidelines 2023 - 2024 School Year



Important Contact Information:

Warehouse [Robert Swathwood](#) x 4732
 Media Services [Kristi Moorhead](#) x 3136
 IT Help Desk [IT Help Desk](#) x 6440
 Human Resources [Tamia Callen](#) x 6372
 Human Resources [Jenine Henry](#) x 6368

Date	Task	Responsible Party
Early Spring	Teacher, current site, and receiving site are notified	HR
5 - 10 days after being notified	Receiving principal contacts new teacher to discuss transition. Consider the following: <ul style="list-style-type: none"> <input type="checkbox"/> Invite teacher attend staff meeting. <input type="checkbox"/> Connect teacher with grade level team. <input type="checkbox"/> Include teacher in principal updates, school/staff newsletters, end of year social event, etc. <input type="checkbox"/> Connect teacher with SOM to review site procedures such as ordering, duty schedules, etc. <input type="checkbox"/> Provide room number (if known) 	Receiving Principal
No later than 4/21/23	Complete: Transfer Teacher Move Request Form	Teacher
4/10/23	Notify Warehouse of teacher moves	HR
4/28/23	Boxes and tape provided to transferring teachers <ul style="list-style-type: none"> <input type="checkbox"/> 25-30 boxes <input type="checkbox"/> 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 *Return completed form to HR	Current/ Receiving Principal
No later than 6/22/22	Packing: <ol style="list-style-type: none"> 1. All items must be in a box* 2. ALL FILE Cabinets must be emptied. 3. All items must be labeled: 	Teacher

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	<div style="border: 2px solid black; padding: 10px; margin-bottom: 10px;"> <p>Last Name, First Name</p> <p>FROM SITE: _____ ROOM #: _____</p> <p>TO SITE: _____ ROOM #: _____</p> </div> <p>3. All items purchased with site funds shall remain in the classroom.</p> <p>4. All furniture, other than personal items, shall remain in the classroom.</p> <p>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.</p> <p>6. Teacher laptop goes with Teacher to the new site.</p> <p><i>*Note: The warehouse is not responsible for loss or damage to personal property.</i></p>	
<p>No later than 7/28/22</p>	<p>Boxes will be moved to designated school and classroom.</p> <p>* Warehouse will then notify individual teacher once move has been completed.</p>	