

Transfer Request For Learning House Memo

On Wed, Aug 5, 2020 at 1:10 PM Renee Jackson <rjackson@srcs.k12.ca.us> wrote:

Sent on behalf of Stacy Spector, Assistant Superintendent, Human Resources:

Dear Staff,

We look forward to welcoming our students back on Monday, August 17, 2020, for our school year in the safest way possible during the COVID-19 pandemic, which at this time means remote (Distance) learning. In preparation for the year, all SRCS families will select one of two remote learning options for their student(s).

This memo provides information about the TRANSFER request process and the timeline for Certificated Staff to also select a Remote (Work) Option.

If you have already sent Human Resources an email, text, or call prior to August 4 with a request for Transfer to Learning House (LH) as a result of a medical condition, or because you are interested in the instructional model or that you are requesting to continue in Distance Learning (DL) if we return to in-person instruction, then, you DO NOT need to submit the Transfer Form referenced below.

The options for you to select from include:

Option 1: Hybrid/Distance Learning-This is the default option. If you choose this, you do not need to provide any other information or fill out the information in the link below. There will be no "Option 1" on the Transfer Request form.

Option 2: Distance Learning- You can request this option if you believe you have a medical condition that may keep you from teaching when and if we return to direct (face to face) instruction.

Option3: Learning House Transfer (COVID-19 related)- You can request a transfer to the Learning House as a result of a medical accommodation.

Option 4: Learning House Transfer (non-COVID-19 Related) - You can request a **non-COVID related** transfer to the Learning House as a result of an interest and/or expertise in the Learning House Model.

All Distance Learning (DL) and Learning House (LH) Transfers will be processed using Informed K-12.

- Please follow the Transfer for Distance Learning and Learning House Link: [Transfer Request Form](#)
- In order to be considered for the Learning House, your form must be submitted by **no later than August 9, 2020.**

Transfers for **regularly posted vacancies** will continue to be processed through EdJoin.

After you submit a Transfer Request, you will be contacted by Human Resources.

- Transfer requests as a medical accommodation will require a Healthcare Provider Statement and/or a follow up Interactive Process meeting. Employees are not required to disclose the specific medical condition requiring an accommodation.
- All accommodation options will be explored, including but not limited to, working remotely.
- *Any* employee who works remotely will be required to sign that they have received the Work From Home Guidelines regarding workplace safety. This form will be provided to all staff along with their confirmation of receipt of Board Policies.

HR is scheduling Interactive meetings for potential accommodations and for LH preferences as we receive them and as quickly as possible. Our intention is to have teachers assigned to LH know by Monday, August 10 at the latest. Your assistance is requested to please respond to phone calls and/or emails as soon as possible so that we may work with you to determine appropriate accommodations and placement.

Requesting a transfer to the Learning House (COVID-19 related or not COVID-19 related) does not guarantee that you will be accepted for a transfer to the Hybrid/Distance Learning and/or Learning House.

Decisions will be based on student enrollment, District need, negotiated labor agreements, and the District's legal obligations regarding medical accommodations.

If there are more requests for LH than there are available spots, staff who still need accommodations will be assigned a Distance Learning opportunity.

For more information regarding Learning House, contact Learning House Principal Katie Barr at kbarr@srcs.k12.ca.us.

Questions about the Transfer process can be directed to Director Cindy Brennan at cbrennan@srcs.k12.ca.us or Director Lori Fletcher at lfletcher@srcs.k12.ca.us

Sincerely,

Stacy Spector
Assistant Superintendent, Human Resources
Santa Rosa City Schools