

## **PROGRAM TRANSFER TIMELINES**

### **April of Prior Year**

Contact director of sending LEA if you are planning to do a program transfer.

### **October 25<sup>th</sup>**

Submit Program Transfer Assurances/Detailed Plan for Special Education Program Transfer to sending LEA and SELPA.

### **December 10<sup>th</sup>**

The position will be offered to the person who is currently assigned to the program being transferred.

### **January 11<sup>th</sup>**

The offer must be accepted or declined.

### **January 18<sup>th</sup>**

If employee declines, the receiving LEA will post the position internally.

### **February**

If employee accepts the position, the LEA shall approve an offer of employment at their first governing board meeting in February.

### **February 15<sup>th</sup>**

If the receiving LEA does not hire from within, the LEA shall notify the sending LEA.

### **February 28<sup>th</sup>**

The receiving LEA must make a decision whether or not to hire from the sending LEAs list of eligible candidates.