



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: The Fulbright Teacher Exchange Program

NUMBER: MEM-4453

ISSUER: Vivian K. Ekchian, Interim Chief Human Resources Officer
Human Resources Division

DATE: September 15, 2008

ROUTING
Local District
Superintendents
Local District
Directors of
Instruction
Principals

PURPOSE: The purpose of this Memorandum is to provide information on the Fulbright Exchange application and eligibility requirements.

MAJOR CHANGES: This Memorandum replaces Human Resources REF-1251.3 of the same subject issued October 1, 2007. Changes have been made to reflect the new date for filing the District application and the U.S. Information Agency application.

INSTRUCTIONS: I. Background

The Fulbright Program is authorized by Public Law 87-256, the Mutual Education and Cultural Exchange (Fulbright) Act of 1961. The primary purpose of this program is to promote understanding among the people of the world through education exchange.

II. Exchange Leave

An Exchange Leave shall be granted to a permanent employee in accordance with an agreement entered into by the employee and the District under applicable provisions of the Education Code. Principals who approve leave forms agree to accept the exchange teacher assigned by the United States Information Agency in Washington, D.C. in place of the District teacher. Exchange leaves are generally paid leaves wherein the District teacher receives their regular base salary rate exclusive of any differentials. The District teacher will be returned to the location from which the leave was taken. (District/UTLA Agreement, Article XII, Section 3.0 and Section 6.0)

III. Eligibility

- A. Status – Only those teachers who have permanent status as of the date of application are eligible to apply.
- B. Credential – Applicants must hold the appropriate valid California credential, properly registered, covering the entire period of the leave request.



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- C. Performance – Applicants must be superior teachers and excellent representatives of education in the United States and in the District. A committee composed of District administrators will approve applicants.
- D. Year-Round Schools – Teachers assigned to Year-Round Schools are eligible to apply for the program, but both the exchange teacher from the foreign country and the District applicant must be able to fulfill their entire respective assignment.

Information clearly delineating the beginning and ending dates of the proposed assignment should be included with the application when mailed to the United States Information Agency in Washington, D.C.

Note: Unavoidable circumstances including, but not limited to, Reduction in Force, school closures, mandated programs, etc., might cause the offer of the proposed assignment to be modified or withdrawn.

IV. Application Procedure

Certificated Personnel need to apply to both the District and to the United States Information Agency using the following procedures:

- A. District Application – Telephone the Certificated Substitute Unit at (213) 241-6151 to request the Teacher Exchange Program materials. No materials will be mailed after Friday, October 10, 2008. Completed packets must be returned on/or before Monday, October 20, 2008.

By Mail to:

Los Angeles Unified School District
Attention: Certificated Substitute Unit
Beaudry Site, 15th Floor
P.O. Box 3307
Los Angeles, CA 90051

Or in Person to:

Human Resources
Certificated Substitute Unit
333 S. Beaudry Ave. 15th Floor
Los Angeles, CA 90017

A separate District application is required each year you wish to be considered for the Fulbright Exchange Program.



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- B. U.S. Information Agency Application – Applicants should immediately request the Application for Teacher Exchange package which contains detailed information concerning opportunities from the following address:

Fulbright Teacher Exchange Program
Attention: FCS
600 Maryland Avenue, SW
Suite 320
Washington, DC 20024-2520
1 (800) 726-0479
E-mail: www.fulbrightexchanges.org

These forms must be returned to the Information Agency by Wednesday, October 15, 2008.

- C. Local Federal recruitment teams will interview eligible applicants. Interviews are a part of the total procedure and do not indicate final acceptance into the program. Human Resources receives no notice of these interviews.
- D. During the spring semester 2009, the Teacher Exchange Office in Washington, D.C. will notify all candidates of the final outcome. After an applicant receives written acceptance into the program, both the school administrator and Local District Superintendent must give final approval and acceptance of the proposed foreign exchange teacher before the acceptance becomes official.

**RELATED
RESOURCES:** None.

ASSISTANCE: For assistance or further information please contact the Certificated Substitute Unit at (213) 241-6151.