



DEPARTMENT OF EDUCATION REQUEST TO FILL VACANT POSITION



JUDITH T. WON PAT, Ed.d.
Acting Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

To: JUDITH T. WON PAT, Ed.D., Superintendent of Education

1st Request 2nd Request
 3rd Request Other

From: School Principal/Division Manager, _____

This is to inform you that I am submitting my request for your approval to fill the following vacant position(s) as follows:

NON-TEACHING POSITIONS

Fiscal Year		Funding Source		Employment Status		Position Title	Position Number/EIN No. Vacated By/New Position Effective End Date
Yes	No	Local (FY)	Federal (FY)	Full-Time	Part-Time		
							Position # /EIN# Vacated By:

JUSTIFICATION: _____

Fiscal Year		Funding Source		Employment Status		Teacher Classification	Subject/Area	Position Number/ EIN No. Vacated By/New Position Effective End Date
Yes	No	Local (FY)	Federal (FY)	Full-Time	Part-Time			

JUSTIFICATION: _____

School Principal/Division Manager

<p style="text-align: center;">DEPUTY SUPERINTENDENT</p> <p style="text-align: center;"><input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED</p> <p>_____</p> <p>Deputy Superintendent</p> <p>Date: _____</p> <p>Comment: _____</p>	<p style="text-align: center;">REVIEWED FOR COMPLIANCE (As Applicable)</p> <p style="text-align: center;"><input type="checkbox"/> COMPLIANT <input type="checkbox"/> NON-COMPLIANT</p> <p>_____</p> <p>Date: _____</p> <p>Comment: _____</p>
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Please respond within 2 to 3 work days from date of receipt.

<p style="text-align: center;">REVIEWED & CERTIFIED FOR FUNDING</p> <p>TO: Human Resources Division</p> <p style="text-align: center;"><input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED</p> <p>_____</p> <p>Deputy Superintendent of Finance & Administrative Services</p> <p>Date: _____</p> <p>Comment: _____</p> <p style="text-align: center;">Budget Office - Certification of Funds</p> <p>Signature/Date _____</p>	<p style="text-align: center;">SUPERINTENDENT OF EDUCATION</p> <p style="text-align: center;"><input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED</p> <p>_____</p> <p style="text-align: center;">JUDITH T. WON PAT, Ed.D. Acting Superintendent of Education</p> <p>Date: _____</p> <p>Comment: _____</p>
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