



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

DEPARTMENT OF EDUCATION
REQUEST TO FILL VACANT POSITION



KATHERINE M.P. ADA
Personnel Services Administrator

To: JUDITH T. WON PAT, Ed.D., Acting 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

DEPUTY SUPERINTENDENT

☐ APPROVED ☐ DISAPPROVED

Deputy Superintendent

Date: _____

Comment: _____

REVIEWED FOR COMPLIANCE (As Applicable)

☐ COMPLIANT ☐ NON-COMPLIANT

Date: _____

Comment: _____

Please respond within 2 to 3 work days from date of receipt.

REVIEWED & CERTIFIED FOR FUNDING

TO: Human Resources Division

☐ APPROVED ☐ DISAPPROVED

Deputy Superintendent of Finance & Administrative Services

Date: _____

Comment: _____

Budget Office - Certification of Funds

Signature/Date_____

SUPERINTENDENT OF EDUCATION

☐ APPROVED ☐ DISAPPROVED

JUDITH T. WON PAT, Ed.D.

Acting Superintendent of Education

Date: _____

Comment: _____
