



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., 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 _____ Budget		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 _____ Budget		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 <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED Deputy Superintendent Date: _____ Comment: _____ _____	REVIEWED FOR COMPLIANCE (As Applicable) <input type="checkbox"/> COMPLIANT <input type="checkbox"/> NON-COMPLIANT _____ Date: _____ Comment: _____ _____
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Please respond within 2 to 3 work days from date of receipt.

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