

Los Angeles Unified School District  
Human Resources

**NON-CLASSROOM / NON REGISTER TEACHER ASSIGNMENT REQUEST**

Before a teacher may be assigned to a non-classroom/non-register assignment, assurance must be given that other than a day-to-day substitute fills the vacated full time classroom assignment caused by this action. Further, in the case of Categorical funds the assignment must be supported by budget authority and position description on file with the Office of Compliance.

Please complete the following information:

**REQUESTING SCHOOL/OFFICE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Teacher Name:* \_\_\_\_\_ *Pers ID/Em No.:* \_\_\_\_\_ *Ethnicity:* \_\_\_\_\_  
*Current Location:* \_\_\_\_\_ *District:* \_\_\_\_\_  
*Current Position:* \_\_\_\_\_ *Job Code/Class code:* \_\_\_\_\_ *Status:* \_\_\_\_\_  
*Track if at a YRS:* \_\_\_\_\_

**POSITION TO BE FILLED:**

*New Title:* \_\_\_\_\_ *Job Code/Class code:* \_\_\_\_\_ *Effective Date:* \_\_\_\_\_  
*Basis:* \_\_\_\_\_  
*Fund:* \_\_\_\_\_  
*Appropriation:* \_\_\_\_\_  
*Replacing:* \_\_\_\_\_ *Who is Assigned as:* \_\_\_\_\_  
*If Categorical funding is used, are both position descriptions and budget authority on file in the Office of Compliance? YES \_\_\_\_\_ NO \_\_\_\_\_*

**REPLACEMENT TEACHER:**

*Name:* \_\_\_\_\_ *Pers ID/Emp No.:* \_\_\_\_\_ *Ethnicity:* \_\_\_\_\_  
*Current Location:* \_\_\_\_\_ *District:* \_\_\_\_\_ *Status:* \_\_\_\_\_  
*Current Position:* \_\_\_\_\_ *Job Code/Class code:* \_\_\_\_\_

*Note: If the non-classroom/non-register teacher or the replacement teacher is coming from another location, an appropriate transfer must be initiated.*

**I CERTIFY THAT ALL THE ABOVE INFORMATION IS COMPLETE AND ACCURATE**

*Principal* \_\_\_\_\_ *Date* \_\_\_\_\_

*Recommended: Yes ( ) No ( ) District Superintendent* \_\_\_\_\_ *Date* \_\_\_\_\_

*Mail completed form to:*

*Certificated Placement & Assignments  
Human Resources, 333 South Beaudry – 15<sup>th</sup> floor  
Phone: (213) 241-5100 Fax: (213) 241-8410*

