

# REQUEST FOR PERSONNEL ACTION

**ACTION REQUESTED FOR POSITION** (Please check the box to the left of the action you are requesting):

<input type="checkbox"/> New Position	<input type="checkbox"/> Modify (Change) Position	<input type="checkbox"/> Delimit Assignment (Person)
<input type="checkbox"/> Continue Current Position	<input type="checkbox"/> Defund (Close) Position	

**POSITION/TITLE** (Please check the box to the left of the title/position):

<input type="checkbox"/> Teacher Assistant	<input type="checkbox"/> Professional Expert	<input type="checkbox"/> Coach / Teacher Advisor
<input type="checkbox"/> Education Aide	<input type="checkbox"/> Student Aide	<input type="checkbox"/> Support Services (Specify Class Title Below)
<input type="checkbox"/> Classified Relief	<input type="checkbox"/> Community Rep.	Job Title
<input type="checkbox"/> Temporary Certificated Assignment	<input type="checkbox"/> Other	

**EMPLOYEE / ASSIGNMENT / FUNDING INFORMATION:** (Use "tab" to move to the next field)

Name				Person ID	
	(Last)	(First)	(M.I.)		
Beginning Date		Ending Date		Job Code	
				Rate	
Differential		Personnel Sub Area		Hours per day	
				Total annual fiscal hours *	
Calendar Option		Emp Sub Group			
From Org Unit Name		To Org Unit Name			
Comments					

*\*Mandatory for Part-time employees.*

**BUDGET AND PAYROLL / TIME REPORTING:** (Use "tab" to move to the next field)

SACS Fund		Functional Area		EE Group	
LAUSD Program Name		Position ID Number			
<b>IN PLACE OF:</b>	Name			PERNR	

**REQUESTED BY:**

Org Unit Name	
Local District or Office	Fund Center / Org Unit Code
<hr/> Principal / Administrator / Supervisor Signature                      Print Name                      Telephone No.	
<hr/> Email                      Date                      Contact person                      Telephone No.	

*If required, appropriate processing packets must be attached to this request. Teacher Assistant packets are available from the Instructional Assistance Office and may be requested by calling (213) 241-6300.*

**Schools: Please return completed form to the Local District Business and Finance Office.**

FOR LOCAL DISTRICT BUSINESS AND FINANCE OFFICE USE ONLY			
Authorizations:		Date processed:	
FOR HUMAN RESOURCES USE ONLY			
Assign. Tech.		Date:	
		Auditor:	
		Date:	

