



**New Personnel Request**  
**2013-2014 Budget Year**  
**Due March 8, 2013**

- Instructions:
1. This form replaces the pink sheet.
  2. Complete one form for each position requested.
  3. Attach the job description to this form.
  4. The area superintendent and associate superintendent must sign prior to submitting to Dr. Chance.

**Principals: Request campus staffing (teachers and support staff) through Karen Wentworth at annual staffing meeting.**

**Title of Position Requested:** \_\_\_\_\_ **Pay Grade:** \_\_\_\_\_

**Other** (increase in days, pay, stipend, etc.): \_\_\_\_\_ **Number of Contract Days:** \_\_\_\_\_

**Annual Salary** (mid-point): \_\_\_\_\_

**Justification:**

Signature of Requestor: \_\_\_\_\_ Dept. of Requestor: \_\_\_\_\_

Signature of Requestor's Supervisor: \_\_\_\_\_

Signature of Executive Council Supervisor: \_\_\_\_\_

HR use only:

Approved \_\_\_\_\_

Hold \_\_\_\_\_

Not Approved \_\_\_\_\_