



**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 _____