



Pleasantville Public Schools



Home of the Greyhounds

PERSONNEL REQUEST FORM

Position Title: _____ F/T P/T

Position Location: _____

Effective Date: _____ What % of F.T.E.: _____

PURPOSE OR REQUEST:

- TO FILL A VACANT POSITION
- TO CREATE A NEW POSITION
- APPOINTMENT (HR USE ONLY)
- REPLACEMENT TEACHER
- PROMOTION
- TRANSFER OF PERSONNEL (COMPLETE BELOW)

NAME OF EMPLOYEE TO BE REPLACED: _____

JUSTIFICATION: _____

EMPLOYEE TO FILL POSITION: _____

SUBMITTED BY: _____ DATE: _____
PRINCIPAL/ADMINISTRATOR

CENTRAL ADMINISTRATION SECTION

BUSINESS ADMINISTRATOR: _____ **DATE:** _____

APPROVED NOT APPROVED RATIONALE FOR NOT APPROVING: _____

FUNDING SOURCE/ACCOUNT #: _____

POSITION CODE: _____

SUPERINTENDENT APPROVAL: _____ **DATE:** _____

APPROVED NOT APPROVED RATIONALE FOR NOT APPROVING: _____

STATE MONITOR: _____ **DATE:** _____

APPROVED NOT APPROVED RATIONALE FOR NOT APPROVING: _____

HUMAN RESOURCES: _____ **DATE:** _____

DATE POSTED: _____ THE PRESS OF AC DISTRICT WEBSITE HR INITIALS: _____