

Note: Do Not Create a Request for Positions Included In the Core Staffing of a New School

School/Department:	
Classification of Position:	
Number of Positions Requested to be Established/Abolished:	
If requesting new position(s), please check one of the following: <input type="checkbox"/> Required by enrollment growth <input type="checkbox"/> Program expansion/improvement	
Justification and data supporting request: (department goal, Level 2 data or performance measurement and benefit if funded)	
Operational impact if not funded:	
Note: A Schedule of Additional Expenses must be attached for new positions.	
If recommending abolishment, please give rationale and estimated cost reduction:	
Name of Department Head Making Request:	
Date of Request:	

Department Heads should route to the Chief Financial Officer who will in turn send a copy to the Chief Human Resources Officer.

For Business Office Use Only:
Projected Annual Salary:
Projected Annual Benefits: