



Department of Athletics

High School Request for Coaching Assignment

Revised Form: July 10, 2018
Questions on completing should be directed to the Athletics Business Office

BISD Athletic Department

Date COMPLETE IN ALL CAPS

Campus Org#

Request to: **Select one**

- Add New Coach**
Check to add a new coach to a vacant coaching assignment
Complete Section A
- Remove Coach**
Check to remove a coach and leave the position vacant
Complete Section A
- Modify Existing Coach**
Check to modify a coach from their original assignment
Ex. **Changing assignment only**
Complete Section A & B
- Replace Existing Coach with New Coach**
Check to remove an existing coach and replace with a new or existing coach. One form per coaching assignment.
Complete Section A & C

Any Coach Adds beyond formula must provide game schedule for approval

SECTION A

Effective Date: Effective Date cannot be before Report to Work date. This date is the first coaching day.

First Name: Last Name: Employee ID

Professional- Certified Teacher One Sport Multiple Sport Employee must have Active status

I verify that the coach recommended for assignment has completed the following requirements: Verify by Checking Completed Requirements:

- UIL Rules Compliance Program
- First Aid/CPR/AED Certification
- Concussion Certification
- UIL New Coaches' Course (New Coaches Only)

		ATH Initial
Primary Assignment <input style="width: 95%;" type="text"/>	Participation # <input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Secondary Assignment <input style="width: 95%;" type="text"/>	Participation # <input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Additional Assignment <input style="width: 95%;" type="text"/>	Participation # <input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>

If Removing Coach, these are the assignment(s) which will be removed and position will be Vacant.

SECTION B

Assignment(s) no longer coaching. Since modifying, assignment(s) should be different from those in Section A.

Remove from Assignment Effective End Date

Remove from Assignment Effective End Date

SECTION C - REPLACED COACH INFORMATION

Assignment(s) no longer coaching. Since replacing, assignment(s) should match Section A assignments

First Name Last Name Employee ID

Remove from Assignment Effective End Date

Remove from Assignment Effective End Date

Principal's Approval

Form must be approved by Principal and Athletic Coordinator before submitting. If electronic signature is not working, print to obtain signatures. Scan completed document to egibson@bisd.us

Completed by Department of Athletics

Received On Approved on Submitted to Compensation/Payroll

Notes