



Vacancy Request Form

TRS Retired Teachers cannot be assigned to a Vacancy – No Exceptions

Requested By:

Name of Campus:

Date:

Approx. Vacancy Start Date:

Approx. Vacancy End Date:

Reason for Vacancy (choose only one from the following options)

<b>Resignation</b>	Teacher	Para	Employee's Name:
	Grade Level(s):	Subject(s):	
<b>Transfer</b>	Teacher	Para	Employee's Name:
	Grade Level(s):	Subject(s):	
<b>Growth Position</b>	Send Transfer Paperwork to HR		
	Teacher	Grade Level(s):	Subject(s):
	Para	Grade Level(s):	Subject(s):
<b>Floating Teacher (Extra Campus Support):</b>			

**Note:**

Teacher Vacancies exceeding 9 days must be filled with a certified substitute teacher whose certification is in both the Grade Level(s) and Subject Area(s). Long Term Substitutes must be approved by, Dr. Tracey Patton, Executive Director of HR Services.

**Administrative Use Only**

**\*please use the following information to enter the vacancy in Aesop**

Vacancy Absence Profile:

Vacancy Absence Reason:

Use this Budget Acct. Code:

Approved By:

Date: