



SANTA PAULA UNIFIED SCHOOL DISTRICT

**REQUEST FOR PERSONNEL**

THIS REQUEST IS FOR THE \_\_\_\_\_ / \_\_\_\_\_ SCHOOL YEAR.

CERTIFICATED [ ] CLASSIFIED [ ]

CLASSIFICATION: \_\_\_\_\_ SITE: \_\_\_\_\_

NEW [ ] PERMANENT [ ] LIMITED TERM [ ] REPLACEMENT [ ]

SUBSTITUTE [ ] PROBATIONARY [ ] PROVISIONAL [ ] INCREASE IN HOURS [ ]  
From \_\_\_\_\_ To \_\_\_\_\_

MONTHS PER YEAR: \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12

ASSIGNMENT HOURS: From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

PERSON REPLACING (if applicable): \_\_\_\_\_ Position #: \_\_\_\_\_

TERM: From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ for \_\_\_\_\_ hours per day, for \_\_\_\_\_ hours per week.  
mo day yr mo day yr

BUDGET ACCOUNT NUMBER: \_\_\_\_\_

REMARKS: \_\_\_\_\_

I AFFIRM THAT THIS POSITION IS TO BE FILLED WITH A BILINGUAL EMPLOYEE IN ORDER TO MEET THE NEEDS OF THE DISTRICT.  
(Ed. Code §45401-45403)  
\_\_\_\_\_  
Principal or Site Supervisor

\_\_\_\_\_  
Principal or Site Supervisor Date

**FOR DISTRICT USE ONLY**

ASST. SUPT. - BUS. SRVS. \_\_\_\_\_ Date

DIR OF BUDGET & FINANCE \_\_\_\_\_ Date

DIR. OF SPECIAL ED OR SPEC PROJ \_\_\_\_\_ Date

SUPERINTENDENT \_\_\_\_\_ Date

ASST. SUPT. - ED. SRVS. (If applicable) \_\_\_\_\_ Date

BOARD APPROVAL DATE  
(applicable for new positions only)

**FOR HUMAN RESOURCES OFFICE USE**

POSITION FILLED BY: \_\_\_\_\_ SITE: \_\_\_\_\_

POS#: \_\_\_\_\_ STARTING DATE: \_\_\_\_\_ RANGE \_\_\_\_\_ STEP \_\_\_\_\_

STIPEND: \_\_\_\_\_ % ADJ DOH: \_\_\_\_\_ DAYS PER: YEAR: \_\_\_\_\_

WAGE: Hourly \_\_\_\_\_ /Monthly \_\_\_\_\_ /Yearly \_\_\_\_\_

**COMBINED ASSIGNMENT HOURS** \_\_\_\_\_

EMPLOYMENT CERTIFIED BY: \_\_\_\_\_  
CERTIFICATED} Director Human Resources Date

CLASSIFIED} Human Resources Director Date