



Lawndale Elementary School District
Department of Human Resources
4161 West 147th Street | Lawndale, CA 90260
(310) 973-1300 | (323) 680-4991
www.Lawndalesd.net

Reassignment Request Form | Substitutes must apply at www.edjoin.org

Employee Name	
Current Position	Current Work Location
Phone Number	Email Address Notification will be sent to your @lawndalesd.net email address

Requested Assignment

Position Title
Work Location
Reason for Request

Employee Signature	Date
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Human Resources Use Only Disposition of Request	
<input type="checkbox"/> Placed <input type="checkbox"/> Not Placed Location: _____	Board Approval Date: _____
HR Signature: _____	Date: _____