



Change of Status Request

Complete this form if you want to remain an employee of the District, but change your employment status, such as moving from a regular assignment to substitute, or resigning some of your assignment(s) while keeping others.

Employee Name _____ Location _____

Personal Email _____ Position _____

- Resign** all assignments and be added to the substitute list (check appropriate box in the Substitute List section below).

Effective date: _____ (the **first** day of not working)

- Reduction** in FTE or hours (requires Superintendent/Designee approval).

I resign _____ FTE/hours of my _____ total FTE/hours position.

Effective date: _____ (the **first** workday of your reduced FTE/hours)

- Resignation** of Co-Curricular or Extra-Curricular assignment only.

Assignment: _____

Effective date: _____ (the **first** workday of not working this assignment)

- Resignation** of regular assignment only (but keeping Co-Curricular or Extra-Curricular assignment).

Effective Date: _____ (the **first** day of not working)

Substitute List: I want to be added to:

- Certificated Substitute List
 Classified Substitute List
 Neither

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

-----For Office Use Only-----

HR Admin Signature _____ Date _____

Board Date _____ Approved _____ Denied _____

- Payroll

Submit form to humanresources@svsd410.org –DO NOT send in a duplicate copy

Updated 12/13/2023