

SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Human Resources Department POSITION REQUISITION FORM

Deleting Units

(COMPLETE PARTS A, B AND C BELOW AND SUBMIT TO HUMAN RESOURCES DEPARTMENT)

PART A (CHECK APPLICABLE BOXES AND PROVIDE INFORMATION REQUESTED FOR DELETED UNIT)

Campus/Department: _____

- Job Category: Teacher Professional/Administrative Paraprofessional/
Clerical Auxiliary/
Police

• Job Title _____

• Pay Grade AP _____ CT _____ IS/CI _____ AUX/PO _____

PART B (CHECK APPLICABLE CATEGORIES AND PROVIDE INFORMATION REQUESTED)

Change Position/Inactivate Position

1. CHANGE IN BUDGET CODE EFFECTIVE DATE: _____

Current Account: _____ New Account: _____

Budget Amount: _____ Budget Amount: _____

2. INACTIVATE POSITION NO.: _____ POSITION TITLE: _____

PART C APPROVAL FOR ACTION

Signature of Human Resources Director

Date

Signature of Chief Finance and Business Officer

Date

Signature of Superintendent

Date