

NORTH KITSAP SCHOOL DISTRICT #400 - HUMAN RESOURCES

CHANGE OF STATUS FOR CERTIFICATED EMPLOYEE

IMPORTANT: Any Assignments not listed below will not be changed.

EMPLOYEE NAME:	EFFECTIVE DATE:
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REASON:

ASSIGNMENT TITLE: Base (C013)	BLDG	FTE or %	ASSIGNMENT TITLE: Base (C013)	BLDG	FTE or %	HR USE ONLY
CURRENT BREAKDOWN TOTAL: Must = 100%			NEW BREAKDOWN TOTAL: Must = 100%			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			

Total:	Must = 100% or total FTE	Total:	Must = 100% or total FTE
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ASSIGNMENT TITLE: PD Days (CPD3)	BLDG	FTE or %	ASSIGNMENT TITLE: PD Days (CPD3)	BLDG	FTE or %	HR USE ONLY
CURRENT BREAKDOWN TOTAL: Must = 100%			NEW BREAKDOWN TOTAL: Must = 100%			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			

Total:	Must = 100% or total FTE	Total:	Must = 100% or total FTE
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ASSIGNMENT TITLE: PLE (ALL) (C221s)	BLDG	FTE or %	ASSIGNMENT TITLE: PLE (ALL) (C221I)	BLDG	FTE or %	HR USE ONLY
CURRENT BREAKDOWN TOTAL: Must = 100%			NEW BREAKDOWN TOTAL: Must = 100%			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			
Acct Code:			Acct Code:			

Total: 100%	Must = 100% or total FTE	Total: 100%	Must = 100% or total FTE
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NOTES:

AUTHORIZATION:

Print:	Print:	Print:	Print:
Sign:	Sign:	Sign:	Sign:
SUBSTITUTE ACCOUNT DATE:	(if Applicable) PROGRAM ADMIN DATE:	BUDGET APPROVE DATE:	HUMAN RESOURCES DATE: