HORRY COUNTY SCHOOLS BUDGET PREPARATION
2026-2027
User Defined Position Application

School Name: _____ Date: _____

Current HCM Number to be User Defined: _____ FTE:_____

Current Position Title to be User Defined: _____

New Position HCM: _____ New Position FTE: _____

New Position Title: _____

Name of individual recommended for Position: _____

Justification for the request to establish the position - include a description of the program:

_____

_____

_____

_____

Measurement of Results: _____

_____

_____

_____

Impact on my school allocation (if any): _____

_____

_____

_____

Note: *At this time, there are* ***no*** *approved "user defined" positions.* ***Other uses of positions (reclassifications) may be requested to meet a school's programmatic needs; however, these requests must be approved by the Superintendent.*** *Please understand that by using one of your budgeted allocations for this position* ***will not*** *entitle you to an additional allocation.*

Person making the request: _____

Executive Director's Approval: _____

Chief Officer's Approval: _____

Superintendent's Approval: _____

CC: Principal, Human Resources, Learning Services, Budgetary Services