

Position Request Form – FY 2027

Department: _____ Department #: _____ Request Date: _____
Class/Position Title Needed: _____ # of Positions Requested: _____

A copy of the most recently APPROVED job description must be attached.

- ☐ New Unfunded Position Requested
- ☐ New Position Requested (Funding Available)
- If position will be closed to provide funding, provide title & PCN of position(s) here: _____

Justification

1. Briefly describe the rationale supporting the request to create this position. Be sure to include all appropriate data and attach any necessary documentation.

2. What is the impact of not creating this position?

3. What steps have been taken within the school/department prior to requesting this position?

4. What is the funding source for this position? Provide the **Munis salary line item** below. If position is split-funded, both line items must be provided. If a position is to be closed to provide funding, please provide details below.

Status of Position

☐ Certified ☐ Classified or ☐ Administrative ☐ Full-time or ☐ Part-time (if part time, indicate _____%)

Compensation Review

Financial impact of request (salary & benefits): _____

Budget Review

Funds Available? ☐ Yes ☐ No

Compensation Signature

Date _____

Budget Signature

Date _____

Comments:

Comments:

	☐ Approve ☐ Decline Comments:
Requestor Signature	 Date
	☐ Approve ☐ Decline Comments:
Grant Manager Signature (if position will be grant-funded)	 Date

Approvals:

	☐ Approve ☐ Decline Comments:
Division Chief/Deputy/Asst. Superintendent Signature	Date
	☐ Approve ☐ Decline Comments:
Position Control Coordinator Signature	Date
	☐ Approve ☐ Decline Comments:
Dir. Budgets, Pos. Control - Business Services Signature	Date

Final Approvals Required (after review):

	☐ Approve ☐ Decline Comments:
Chief of Human Resources Signature	Date
	☐ Approve ☐ Decline Comments:
Chief Financial Offer Signature	Date
	☐ Approve ☐ Decline Comments:
Sr. Chief of Staff-Academics and Dist. Ops. Signature	Date
	☐ Approve ☐ Decline Comments:
Superintendent Signature	Date