

STAFFING NEEDS – LICENSED EMPLOYEES

REDUCTION-IN-STAFF, VACANCIES & ANTICIPATED NEED

SCHOOL: _____

DATE: _____

Vacancies & Anticipated Need

Please complete and return this form to the Human Resource Department no later than **5 days after FTE Version 2.0 Allocation** is released. List the vacancies & anticipated staffing needs below by indicating what subjects/grade levels/ or areas of need you will have for the upcoming school year and the reason(s) the need will/may exist. This data will be used for the transfer process, transfer fair and targeted recruiting efforts. Please be as accurate as possible. Use two (2) forms if necessary.

[illegible]

*If "other" please explain:

Principal's Signature: _____

Date: _____