

SCHOOL:

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June LeMaster, Ph.D., Administrator, Human Resources

STAFFING NEEDS – LICENSED EMPLOYEES REDUCTION-IN-STAFF, VACANCIES & ANTICIPATED NEED

DATE:

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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.						
Name	Assignment/Subject	RIS	Non- Renewal	Resign/ Retire	Growth	Other*
	Total					
*If "other" please explain:	Total					
D. Carlos Ma Circus			D. I.			
Principal's Signature:			Date:			