

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources

REQUEST FOR ADMINISTRATOR ASSIGNMENT ACTION
(Application for Special Appointment – Administrative Regulation 4214)

To: Phyllis Bradford, Coordinator
Human Resources, Beaudry Site – 14th Floor,
Tel. - (213) 241-6886; Fax – (213) 241-8403

Date:

From: _____
Local District Superintendent

A special appointment (AR 4214) may be requested by the Local District Superintendent when a particular position requires an individual who is not on an active eligible list for the classification but possesses special personal or professional qualifications, and meets the credential, degree and coursework requirements for the position. However, I understand that this action may require that the position be advertised and announced consistent with provisions of the District-AALA Agreement, Article IX, Section 1.7.

I am requesting that the following assignment action occur for the person listed.

1. _____
Name (Last, First, MI) _____ Employee Number _____
2. _____
Title of Position _____
3. _____
School Location
4. _____
Effective Date Requested
5. Reason for vacancy: _____ (Select One)
To (Position and Location) _____
6. _____
Name of previous incumbent _____ Employee Number _____
7. Rationale and resume: A detailed rationale and a resume for the candidate must be submitted with this request. Attach a separate memo indicating the special personal and professional qualifications of the recommended candidate that are needed and related to the characteristics of the school. Include the candidate's resume with the request and rationale.



