

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources

REQUEST TO ANNOUNCE NONSCHOOL ADMINISTRATOR VACANCY
(AR 4213 or MST 0515 Appointment)

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

Date: _____

From: _____
Requesting Unit/Division

I am requesting that an announcement and candidate evaluation be conducted for the following position:

1. _____
Title of Position Class Code

2. _____
Office Location Name Location Code

3. Schedule on Master Salary Table and Basis, _____
(Example 35G, A Basis)

4. Name of previous incumbent, if any: _____

5. Reason for vacancy: Selection One

6. Action Required: Fill existing position
 Establish new position

7. Contact person: _____ Telephone No. _____

FOR LOCAL DISTRICT BUSINESS AND FINANCE OFFICE USE ONLY

_____ Fund _____ Appropriation/Program Code _____ Position I.D. Number

Processed by: _____ Date: _____

Signature of Requesting Unit/Division Head Date: ____/____/____

APPROVED: Superintendent Signature Date: ____/____/____

