

Los Angeles Unified School District  
Human Resources

REQUEST FOR  
SCHOOL BASED ADMINISTRATOR ASSIGNMENT

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

**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_  
Local District Superintendent                      Local District                      Fund                      Appropriation #  
\_\_\_\_\_  
Name    Employee Number    Position I.D.

**To:** \_\_\_\_\_  
Position Title    Location

**From:** \_\_\_\_\_  
Position Title    Location

**Replacing:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Reason for vacancy:**  
Other: \_\_\_\_\_

**Selection Process:**  
Other: \_\_\_\_\_

**Type of Assignment:**

Transfer

Eligible List Appointment

AR 4213 Appointment  (AR 4213 appointments when fewer than 5 eligible list candidates, and/or current incumbents who have served at their current location for at least three years, apply for the position.)

AR 4214 Appointment  (AR 4214 appointments must submit appropriate form with rationale)

**Approved:**

\_\_\_\_\_  
Phyllis Bradford, Coordinator, Human Resources

**Date:** \_\_\_\_\_

**Disapproved:**

