

Los Angeles Unified School District

Request for Freeze Exemption: Staffing

Please use this form to request any of the following actions:

- Checkboxes for actions: Create a new position, Close a position, Reclassify a position/class upward (classified), Reallocate the salary of a position upward (certificated), Open a limited-term assignment, Change in hours (classified) (from ___ to ___), Change in Basis (from ___ Basis to ___ Basis), Fill an existing central office position

Form fields: Current/Most Recent Incumbent (if applicable), Branch/Division, Class Title/Class Code, Bargaining Unit (if applicable), Maximum Salary Range/Schedule, Basis, Location Name, Location Code, Funding Source, Position Control Number, Office/Cubicle # (Required for all non-school-based positions)

Please attach responses to the following questions on a separate sheet of paper:

- 5 numbered questions regarding justification, duties, organizational chart, funding source, and responsibilities for new position requests.

Signatures Required:

Signature lines for Branch/Section Head, Date, Division Head/Local District Superintendent, Date

Contact information fields: Contact Person (print), Phone, Fax & Email

Approval checkboxes: Approved, Not Approved, Additional Information Needed. Signature line for Michelle King, Superintendent of Schools, and Date.

SUBMIT CERTIFICATED REQUESTS TO: Leon Reyblat, Human Resources, leon.reyblat@lausd.net fax: (213) 241-8418
SUBMIT CLASSIFIED REQUESTS TO: Wendy Guzman, Personnel Commission, wendy.guzman@lausd.net fax: (213) 241-6803