

**LOS ANGELES UNIFIED SCHOOL DISTRICT – CLASSIFIED EMPLOYMENT TRANSACTION SERVICES BRANCH**

**REQUEST FOR REINSTATEMENT FORM**

A PERMANENT CLASSIFIED EMPLOYEE WHO RESIGNED IN GOOD STANDING MAY REQUEST TO BE REINSTATED, THIRTY-NINE MONTHS FROM THE LAST DAY OF PAID SERVICE. THE REQUEST REQUIRES THE APPROVAL OF THE DIVISION/BRANCH ADMINISTRATOR UNDER WHICH THE EMPLOYEE FORMERLY WORKED, THE EMPLOYEE RELATIONS UNIT, AND THE CLASSIFIED EMPLOYMENT TRANSACTION SERVICES BRANCH.

**INSTRUCTIONS:** COMPLETE SECTION I (BELOW). YOU MUST ALSO COMPLETE PC FORM 5405, STATEMENT OF AVAILABILITY FOR EMPLOYMENT, AND FORM 6087, REPORT OF CONVICTIONS, PENDING COURT CASES. MAIL THE COMPLETED FORMS DIRECTLY TO:

LOS ANGELES UNIFIED SCHOOL DISTRICT  
 CLASSIFIED EMPLOYMENT TRANSACTION SERVICES BRANCH  
 P.O. BOX 513307  
 (333 S. BEAUDRY AVE – 12<sup>TH</sup> FLOOR)  
 LOS ANGELES, CALIFORNIA 90051-1307

**SECTION I – TO BE COMPLETED BY EMPLOYEE**

I REQUEST TO BE REINSTATED AS A (JOB CLASSIFICATION) \_\_\_\_\_

NAME: LAST FIRST MIDDLE EMPLOYEE NO. SOCIAL SECURITY NO.

STREET ADDRESS CITY/STATE ZIP CODE TELEPHONE NUMBER

RESIGNATION DATE LAST WORK LOCATION

WERE YOU ON AN ELIGIBILITY LIST WHEN YOU RESIGNED?  NO  YES

PLEASE READ THE STATEMENT BELOW. YOUR SIGNATURE INDICATES THAT YOU UNDERSTAND THAT REINSTATEMENT IS A PRIVILEGE, NOT A RIGHT, AND NEITHER APPROVAL NOR EMPLOYMENT IS GUARANTEED. REINSTATEMENT IS A PRIVILEGE, NOT A RIGHT. IF YOUR REQUEST IS APPROVED, THERE IS NO GUARANTEE THAT YOU WILL BE REINSTATED PRIOR TO THE 39 MONTH EXPIRATION PERIOD. AN APPROVAL MEANS ONLY THAT YOU WILL BE ELIGIBLE TO BE INTERVIEWED FOR VACANCIES THAT OCCUR IN THE ARES(S) YOU HAVE INDICATED AVAILABLE. IF THE REQUEST FOR REINSTATEMENT IS DENIED, IT CANNOT BE APPEALED. YOU MUST REPORT ALL CONVICTIONS, CORRENT ARRESTS AND PENDING COURT CASE ON FORM 6087 IF YOU HAVE EVER BEEN CONVICTED OF ANY VIOLATION OF CRIMINAL LAW, WHETHER OR NOT YOUR FINED, PLACED ON PROBATION, GIVEN A SUSPENDED SENTENCE, OR FORFEITED BAIL, AND REGARDLESS OF ANY SUBSEQUENT COURT DISMISSAL OR EXPUNGEMENT. WHILE A RECORD OF CONVICTIONS, CURRENT ARRESTS AND PENDING COURT CASES IS NOT NECESSARILY DISQUALIFYING, FAILURE TO REPORT THEM WILL RESULT IN DISQUALIFICATION OR DISMISSAL.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION II ADMINISTRATIVE APPROVAL**

THIS REQUEST MAY ONLY BE APPROVED BY THE DIVISION ADMINISTRATOR. AN APPROVAL INDICATES YOU ARE WILLING TO REHIRRE THE EMPLOYEE IN YOUR DISTRICT OR OFFICE. CONSIDER THE INFORMATION PROVIDED CAREFULLY AND PLEASE CALL CLASSIFIED EMPLOYMENT TRANSACTION SERVICE BRANCH AT (213) 241-3900 IF YOU NEED FURTHER INFORMATION OR CLARIFICATION.

BASED ON THE INFORMATION I HAVE BEEN PROVIDED REGARDIN THE EMPLOYEE’S WORK HISTORY BY THE FORMER WORK LOCATION AND THE CLASSIFIED EMPLOYMENT TRANSACTION SERVICES BRANCH, I RECOMMEND THE REQUEST BE:

[ ] APPROVED FOR REGULAR AND SUBSTITUTE STATUS [ ] APPROVED FOR SUBSTITUTE STATUS ONLY  
 [ ] NOT APPROVED

SIGNATURE OF DIVISION/BRANCH ADMINISTRATOR TITLE DATE

**SECTION III EMPLOYEE RELATIONS UNIT APPROVAL**

- |  |                         |                            |
|--|-------------------------|----------------------------|
| 1. DOES THE EMPLOYEE MEET THE DISTRICT CONVICTION STANDARDS? | [ ] YES                 | [ ] NO                     |
| 2. DID THE EMPLOYEE RESIGN WHILE IN GOOD STANDING?           | [ ] YES                 | [ ] NO                     |
| 3. DOES THIS PERSON NEED TO BE FINGERPRINTED IF REHIRED?     | [ ] YES<br>[ ] APPROVED | [ ] NO<br>[ ] NOT APPROVED |

SIGNATURE TITLE DATE

**SECTION IV – DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

CLASSIFICATION FROM WHICH RESIGNED \_\_\_\_\_ RESIGNATION DATE \_\_\_\_\_

- |  |         |        |
|--|---------|--------|
| 1. WAS THE EMPLOYEE PERMANENT AT THE TIME?   | [ ] YES | [ ] NO |
| 2. HAS IT BEEN LESS THAN 39 MONTHS SINCE THE LAST DAY OF PAID SERVICE<br>NOTE: THE LAST DAY OF PAID SERVICE IS NOT NECESSARILY THE RESIGNATION DATE.<br>LAST DATE OF PAID SERVICE WAS ____ / ____ / ____ | [ ] YES | [ ] NO |
| 3. IF THE REQUEST IS TO A RELATED LOWER CLASSIFICATION, DOES HE OR SHE QUALIFY?  | [ ] YES | [ ] NO |
| 4. DID THE EMPLOYEE RESIGN WHILE IN GOOD STANDING?   | [ ] YES | [ ] NO |

[ ] APPROVED FOR REGULAR AND SUBSTITUTE STATUS [ ] APPROVED FOR SUBSTITUTE STATUS ONLY  
 [ ] NOT APPROVED

SIGNATURE TITLE DATE

**INSTRUCTIONS FOR ASSIGNMENT STAFF**

APPROVED FOR CLASS (ES) _____	ELIGIBILITY EXPIRES: ____ / ____ / ____
APPROVED FOR CLASS (ES) _____	ELIGIBILITY EXPIRES: ____ / ____ / ____
OTHER _____	

PC FORM 5126 (REV. 8/06)