

Los Angeles Unified School District
Request for Freeze Exemption: Staffing

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

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| <input type="checkbox"/> Create a new position | <input type="checkbox"/> Open a limited-term assignment |
| <input type="checkbox"/> Close a position | <input type="checkbox"/> Change in hours (classified) (from ___ to ___) |
| <input type="checkbox"/> Reclassify a position/class upward (classified) | <input type="checkbox"/> Change in Basis (from ___ Basis to ___ Basis) |
| <input type="checkbox"/> Reallocate the salary of a position upward (certificated) | <input type="checkbox"/> Fill an existing non-school-based position |

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:

1. Please provide an explanation justifying why this position is essential to the operations of the school or office.
2. Identify at a minimum ten typical duties that will be assigned to this position. (For classified positions, please do not copy duties from the class description.)
3. Please provide a current organizational chart with the position and supervisor indicated. If upgrading a position or closing a position to open a new one, please indicate that on the organizational chart.
4. Please identify the funding source (include name of funding source in addition to code). If grant funded, please specify the duration of the grant.
5. For new position requests, describe how the responsibilities of this position are currently being fulfilled.

Signatures Required:

Branch/Section Head	Date	Division Head/Local District Superintendent	Date
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Contact Person (print)	Phone	Fax & Email
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<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Additional Information Needed
<hr style="width: 50%; margin-left: 0;"/> Michelle King, Superintendent of Schools		<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 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