

**PORTSMOUTH CITY PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT
Personnel Request Form**

FOR SCHOOL BOARD USE ONLY	
BUDGETED:	
Yes_____ No_____	
LOCAL_____	
NONLOCAL_____	
PAY & CLASSIFICATION	
PLAN_____	
JOB	
DESCRIPTION_____	

PART I – UNIT MANAGER/PRINCIPAL

Please complete the following information when a vacancy occurs or a new position is approved.
After completion of Part I, send the form to the appropriate Director, Coordinator or Supervisor.

SCHOOL/UNIT _____

TITLE OF POSITION _____ New _____ Vacancy _____

REASON FOR VACANCY _____

_____ DATE OF VACANCY _____

SPECIFIC CONSIDERATIONS: _____

Signature of Principal/Unit Manager

Date

PART II – DIRECTOR, COORDINATOR, or SUPERVISOR

APPROVE _____

DISAPPROVE _____

COMMENTS OR ADDITIONS, CHANGES TO REQUEST: _____

Signature of Director/Coordinator/Supervisor

Date

PART III – APPROPRIATE ASSISTANT SUPERINTENDENT

APPROVE _____

DISAPPROVE _____

COMMENTS OR ADDITIONS, CHANGES TO REQUEST: _____

Signature of Assistant Superintendent

Date

PART IV – HUMAN RESOURCES

Vacancy Announced _____ Vacancy Closing Date _____ Applications Sent _____

Director of Human Resources

*Superintendent
(For Over Budget Requests)

Date

Date