

**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