

Adelanto Elementary School District PERSONNEL REQUISITION FORM (PRF)

SITE REQUEST	
Classification:	
Type: New Position Replacement Substitute/Temporary Coaching Overtime Extra Period Hourly Stipend Extra Duty (attach extra duty form) Extra Hours Termination Other (see details): Change: Site Work Year Hours Account Number (see below) Other	
POSITION INFORMATION Work Days: 180 Days 182 Days 185 Days 190 Days 10 Months 10.5 Months 12 Months	
Certificated Days Contracted Work Days	
FTE: The FT PT PT Hours/Day Total Hours Work Hours:	
Work Location: S	upervisor
(Must be Completed) Details:	
FUNDING SOURCE	Not to Exceed \$DaysHours
Account Change – From Account	
Account No.:	
Account No.:	%
To Account Account No.:	%
Account No.:	%
SCHOOL SITE COUNCIL APPROVED: Expenditure request from State/Federal funds is authorized by the School Plan, Page(s) Paragraph number(s) I certify that the expenditures in this request will provide services to students in accordance with guidelines for LCFF, LCAP, and SBCP. All pertinent documents VERIFYING the above are on file at the school site for inspection.	
Proposed Effective Date:	
	Signature of Administrator Requesting Action
FISCAL SERVICES	
Position Code: Director:	Date:
ACADEMIC SERVICES:	
Required for all positions funded by Title 1 (Resource code 3000 – 4000), Specifunding Reviewed/Authorized: By:	al Education & Location Code /11 Date:
Assistant Superintendent:	Date:
BUSINESS SERVICES:	
Assistant Superintendent:	Date:
HUMAN RESOURCES	
Assistant Superintendent:	Date:
DISTRICT ACTION Name of Employee:	EID:
Schedule Column/Range Step I	
	Retirement
Board Agenda Date: Hire Date:	
ACTION TAKEN: New Hire Termination Resignation Separation Transfer Displacement	
Posted for Transfers:	
Workflow Verification: ☐ Certificated ☐ Classified ☐ Benefits ☐ Payroll	