

ROOSEVELT SCHOOL DISTRICT NO. 66

6000 South Seventh Street
Phoenix, Arizona 85042

REQUEST FOR PERSONNEL ACTION

Name (Last, First, Middle) _____ School / Department _____

Street Address _____ City _____ State _____ Zip _____ Telephone _____

Last 4 Digits of Social Security Number _____ Position - Grade / Subject _____

Request for (Check One)

- Employee Transfer
- Resignation
- Dismissal Action
- Position Change

Effective Date of Request / Action _____

Leave of Absence Dates _____

Change Personnel Records (Check) Address Phone Name

Retirement

Other (Specify) _____

Give COMPLETE
Details

Date _____ Signature of person making request _____

ADMINISTRATOR'S COMMENTS

Recommendation for Rehire Yes No

Approved Not Approved Signature of Principal/Department Head _____

PLEASE DO NOT WRITE BELOW THIS LINE - FOR HUMAN RESOURCES OFFICE USE ONLY

Date of Hire _____ Certified Classified FTE _____

Degree _____ Level _____ Step _____

Hourly Rate _____ Contract Rate _____ Contract Days _____ Hours Per Day _____

Type of Contract: 9 Mo. 10 Mo. 12 Mo. Other Budget Code _____

Date _____ Authorized Signature _____