

Silver Valley Unified School District  
PERSONNEL REQUEST FORM

<input type="checkbox"/>	Certificated
<input checked="" type="checkbox"/>	Classified

I. Department/Site Requesting: Lewis Position Title: Instructional Aide  
Grade: TK-2 Subject: RSP Effective Date: \_\_\_\_\_

II.  NEW POSITION       CHANGE IN WORK YEAR       REPLACEMENT POSITION

\_\_\_\_\_ Name of employee being replaced  
 Full Time/Permanent      Number of days per week: 5  
 Part Time/Permanent      Number of hours per day: 3.5  
 Full Time/Temporary      Number of months per year: 10  
 Part Time/Temporary  
 Change in hours/days: From: \_\_\_\_\_ To: \_\_\_\_\_  
 DELETE POSITION - Position was previously held by: \_\_\_\_\_

ADDITIONAL ASSIGNMENT  
Department/Site Requesting: \_\_\_\_\_ Not to exceed \_\_\_\_\_ hours

III. Title of Funding Source: SpEd \_\_\_\_\_ Fiscal Approval: R. Schreiner Date: 3/7/25

Budget Code(s): \_\_\_\_\_ Purpose/Justification: \_\_\_\_\_

Department/Site Administrator responsible for monitoring position: \_\_\_\_\_ Name and Title

Contingencies or notes regarding approval: \_\_\_\_\_

**For Human Resources Office Use Only**

Job Title: _____	Site: _____
Name of employee selected: _____	Start date: _____
Range/Step: _____ Hourly Rate: _____	Monthly Rate: _____
Board approval date: _____	HR Signature: _____

Requested by: [Signature] Department Head/Principal Date: 3/6/25

Approved by: [Signature] Senior Director, Business Services Date: 3/7/25

Approved by: \_\_\_\_\_ Asst. Superintendent Business Services Date: \_\_\_\_\_

Program/Budget Approval: \_\_\_\_\_ Asst. Superintendent Educational Services/Senior Director Date: \_\_\_\_\_