

\_\_\_\_\_  
Date

To: Brandy Holcomb, Elementary Personnel Administrator  
Mark Allen, K-8/Middle School Personnel Administrator  
Human Resource Department (FAX: 603-7009)

RE: ASSIGNMENT CHANGE AND/OR FUND CHANGE \*\*\*Fund change to Federal/Grant requires attachment of "Request for Staff Placement Form".

Please note the following assignment change at

\_\_\_\_\_  
Name of Teacher

\_\_\_\_\_  
Social Security Number

assignment has been changed from \_\_\_\_\_ to \_\_\_\_\_  
Subject / Grade Subject / Grade

effective \_\_\_\_\_ replacing \_\_\_\_\_  
Date Name of Teacher Social Security Number

Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check if the above assignment change requires issuing or canceling a  
TEMPORARY AUTHORITY TO TEACH or OUT OF FIELD  
AUTHORIZATION TO TEACH.

FUND: General \_\_\_\_\_ Federal \_\_\_\_\_ Other \_\_\_\_\_

Position within your staffing formula YES \_\_\_\_\_  
NO \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature Date

\_\_\_\_\_  
Principal's Signature - Date