

To:  Shannon B. Henderson  
Classified Personnel

Fax Number  
603-6559

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 School

\_\_\_\_\_  
Employee Name

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

assignment has been changed from \_\_\_\_\_ to \_\_\_\_\_

effective \_\_\_\_\_ replacing \_\_\_\_\_

Date

Employee Name

Social Security Number

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Federal: (Check Below)

TITLE 1  8G

TITLE 2  EEf

IDEA  LA4

Is the position within your staffing formula?

YES  NO

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date