Los Angeles Unified School District
Request for Freeze Exemption: Staffing

Please use this form to request any of the following actions:

☐ Create a new position (No. of requested positions ____)   ☐ Open a limited-term assignment
☐ Close a position   ☐ Change in hours (classified) (from ___ to ___)
☐ Reclassify a position/class upward (classified)   ☐ Change in Basis (from ___ Basis to ___ Basis)
☐ Reallocate the salary of a position upward   ☐ Fill an existing non-school-based position

---

Current/Most Recent Incumbent (if applicable)   Branch/Division

---

Class Title/Class Code   Bargaining Unit   Salary Range/Schedule   Basis

---

Location Name   Location Code   Office/Cubicle #   Position Control Number

---

Funding Source: Program Name & Code   Federal %   General %   Bond %   Other %

Please attach responses to the following questions on a separate sheet of paper:
1. Please provide an explanation justifying why this position is essential to the operations of the school or office.
2. Identify at a minimum ten typical duties that will be assigned to this position. (*For classified positions*, please do not copy duties from the class description.)
3. Please provide a current organizational chart with the position and supervisor indicated. If upgrading a position or closing a position to open a new one, please indicate that on the organizational chart.
4. If multiple funding sources, please provide list of cost distribution (include program name, code, Fed. %, Gen. %, Bond %, and Other %). If grant funded, please specify the duration of the grant.
5. *For new position requests,* describe how the responsibilities of this position are currently being fulfilled.

Signatures Required:

Branch/Section Head   Date   Division Head/Local District Superintendent   Date

---

Contact Person (print)   Phone   Email

☐ Approved   ☐ Not Approved   ☐ Additional Information Needed

_____   _____

Alberto M. Carvalho, Superintendent of Schools   Date