

Los Angeles Unified School District  
Human Resources Division

**NON-CLASSROOM / NON REGISTER TEACHER ASSIGNMENT REQUEST**

Before a teacher may be assigned to a non-classroom/non-register assignment, assurance must be given that other than a day-to-day substitute fills the vacated full time classroom assignment caused by this action. Further, in the case of Categorical funds the assignment must be supported by budget authority and position description on file with the Office of Compliance.

**Please complete the following information:**

REQUESTING SCHOOL/OFFICE: \_\_\_\_\_ DATE: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Pers. ID/Emp. No.: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Current Location: \_\_\_\_\_ District: \_\_\_\_\_  
Current Position: \_\_\_\_\_ Job Code/Class code: \_\_\_\_\_ Status: (check one)  
Track if at a YRS: \_\_\_\_\_ Prov.:  KT:  Sub.:

**POSITION TO BE FILLED:**

New Title: \_\_\_\_\_ Job Code/Class code: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
Basis: \_\_\_\_\_  
Fund: \_\_\_\_\_  
Appropriation: \_\_\_\_\_  
Replacing: \_\_\_\_\_ Who is assigned as: \_\_\_\_\_  
If Categorical funding is used, are both position descriptions and budget authority on file in the Office of Compliance? YES  NO

**REPLACEMENT TEACHER:**

Name: \_\_\_\_\_ Pers. ID/Emp. No.: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Current Location: \_\_\_\_\_ District: \_\_\_\_\_ Status: Perm.   
Current Position: \_\_\_\_\_ Job Code/Class code: \_\_\_\_\_ Temp.:  Prov.:  Sub.:

Note: If the non-classroom/non-register teacher or the replacement teacher is coming from another location, an appropriate transfer must be initiated.

I Certify that the assignment of this employee is in accord with Board Rule 1911(Nepotism) and avoids the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise.

**I CERTIFY THAT ALL THE ABOVE INFORMATION IS COMPLETE AND ACCURATE**

Recommended: Yes  No  Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)  
District Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Mail completed form to:

Certificated Assignments and Support Services  
Human Resources, 333 South Beaudry Ave., 15<sup>th</sup> Floor  
Phone: (213) 241-5100 Fax: (213) 241-8410

