



REQUEST FOR ADMINISTRATIVE PLACEMENT: TEMPORARY EMPLOYMENT

This form is to be used to request authorization for the employment of individuals on a temporary basis prior to BOE consideration. If approved, employment is authorized until the next scheduled Board meeting. All conditions contained in the attestation must be met.

Applicant Name: _____ **Position:** _____

I attest that a recommendation for appointment by the Board of Education has been submitted or is attached, and that the candidate has met all requirements for the listed position (including fingerprint clearance). An administrative placement is necessary for the following reason:

| | | |
|--------|----------|-------|
| _____ | _____ | _____ |
| Signed | Position | Date |

_____ Approved

_____ Denied

| | |
|-------------------------|-------|
| _____ | _____ |
| District Superintendent | Date |