

Extended Day Programs/Internal Posting Request Form

All programs must go through the posting process and have Board approval before they can begin.

DATE: _____

To: Michael McLymore, Assistant Superintendent, Human Resources **OR**
Sara Vann, Executive Director, Human Resources

From: _____

Request a posting for: _____
Program Name

Funding Source: _____
Name of the Grant or General Fund

Send responses to: _____

Staffing request: (please include all teachers, administrators, clerical, custodial and security)

Title	# of staff needed	Miscellaneous Info: (requirements)

Program Start Date and Times: please advise if orientation or training needs to be included

Start Date	End Date	Start Time	End Time

Orientation or training DATES & TIMES:

Miscellaneous information: (for example-type of program or services that are going to be provided):

Approved by: _____

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Rationale: (Why is the program needed?)

Objective:(What is the objective?)

Target Group: (What group will be targeted?)
