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)

<table>
<thead>
<tr>
<th>Title</th>
<th># of staff needed</th>
<th>Miscellaneous Info: (requirements)</th>
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**Program Start Date and Times:** please advise if orientation or training needs to be included

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<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
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**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?)
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________