**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 Feliz, 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

<table>
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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?)

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________