

Morgan County School District Re-3

New FTE Position Request Form

Prior to approval, the New FTE Position Approval Application Form must be reviewed by District-Level Administration to determine what, if any, implications this would have on the District. Upon completing this form, please return it to the Human Resources Department at the District Support Center.

NEW FTE POSITION REQUEST

Date: _____
Requested By: _____
School Year Requested For: _____
Building Requested: _____
Position Requested: _____
General Fund Budget: _____
Grant Fund Budget: _____
Reason for Added FTE: _____

<u>Human Resources Consideration</u>	
<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve <input type="checkbox"/> Need Clarification _____	
_____ Signature of Director of Human Resources	_____ Date

<u>Curricular Consideration</u>	
<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve <input type="checkbox"/> Need Clarification _____	
_____ Signature of Assistant Superintendent/Curriculum and Assessment	_____ Date

<u>Financial Consideration</u>	
<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve <input type="checkbox"/> Need Clarification _____	
_____ Chief Financial Officer	_____ Date

<u>Final Approval</u>	
<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve <input type="checkbox"/> Need Clarification _____	
_____ Superintendent	_____ Date