



Los Angeles Unified School District Headquarters  
Office of the Building  
**PARKING ASSIGNMENT EXCEPTION REQUEST**

**REQUESTOR INFORMATION:** (please print)

Employee/Contractor Name:	Employee/Contractor #:
Email:	Phone:
Class Code:	Location Code:
Floor #:	Cubicle/Office #:
Division:	Branch:
Current Parking Assignment:	Requested Parking Assignment:
Are you a LAUSD Contracted Employee? (Yes or No)	

**Reason for parking re-assignment request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee/Contractor Signature:

X \_\_\_\_\_ Date: \_\_\_\_\_

If requesting a staff parking assignment trade, please provide the name of the individual to reassign:

Name and Title:	Employee/Contractor #:
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**Required Approvals:**

Director Approval:

Senior Leadership Division Head Approval:

X \_\_\_\_\_

X \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit form to [OfficeoftheBuilding@lausd.net](mailto:OfficeoftheBuilding@lausd.net)**

**NOTE:** The Office of the Building will submit the form to the Office of the Superintendent for **FINAL** approval.  
Incomplete forms will **NOT** be processed.

**Office of the Superintendent:**

X \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

☐

Approved

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Not Approved

Internal Use Only – Parking Exception Request Impact