**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**Human Resources Division**

Administrative Assignments Unit

**REQUEST FOR ALTERNATE STAFFING PATTERN (ASP)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TO:** | Maria Voigt, Coordinator |  |  | **Date:** |       |  |
| **FROM:** |       |  |  |  |
|  | ESC Superintendent/Designee |  |  |  |  |  |
| **Section A.** School Requesting Alternate Staffing Pattern: |  |  |
| ESC |       |  |  |  |  |
|  |
| Rationale for Request: |  |  |  |  |  |  |  |
|       |
| The administrator or other employee listed below holds a valid Pupil Personnel Services (PPS) credential and will oversee the counseling office. |
| Employee Name |       | Employee number |       |  |
| **Section B.** **Identify the AP SCS Position Control Number to be utilized for this ASP**  |  |
|  |
| The Assistant Principal, Secondary Counseling Services position will be converted to:* **Assistant Principal, Secondary (Generic) (0659)**
* **Temporary Adviser, Instructional Specialist (0508).**

If an ASP is granted during Budget Development, but the employee identified during this process is no longer at the school effective July 1, 2014, the school is required to identify another employee who meets the credential criteria. If unable to do so, the position will be converted back to an Assistant Principal, Secondary Counseling Services (0531) position.  |  |
|  |  |  |
|       |  |  |       |  |
| Name and signature of principal requesting ASP |  |  | Date |  |
|  |  |  |  |  |  |  |  |  |
| This bottom portion is to be completed by ESC before submitting to HR: |  |  |
|  |  |  |  |  |  |  |  |  |
| [ ]  | Approved |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| [ ]  | Not Approved |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |       |  |
| Name and ESC Superintendent signature/designee |  |  | Date |  |  |
|  |  |  |  |  |  |  |  |  |

Please submit this completed ASP request no later than 5 days prior to the close of the Budget Development in order to allow enough time to review and forward to budget services for processing. This ASP request must be emailed to maria.voigt@lausd.net in Administrative Assignment.



LAUSD/HR Form 9145 02-2013