

**Los Angeles Unified School District**  
Request for Freeze Exemption: Staffing

**Please use this form to request any of the following actions:**

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| <input type="checkbox"/> Create a new position (No. of requested positions ____) | <input type="checkbox"/> Open a limited-term assignment                   |
| <input type="checkbox"/> Close a position  | <input type="checkbox"/> Change in hours (classified) (from ____ to ____) |
| <input type="checkbox"/> Reclassify a position/class upward (classified)         | <input type="checkbox"/> Change in Basis (from ____ Basis to ____ Basis)  |
| <input type="checkbox"/> Reallocate the salary of a position upward              | <input type="checkbox"/> Fill an existing non-school-based position       |

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Current/Most Recent Incumbent (if applicable)	Branch/Division
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Class Title/Class Code	Bargaining Unit	Salary Range/Schedule	Basis
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Location Name	Location Code	Office/Cubicle #	Position Control Number
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Funding Source: Program Name & Code	Federal %	General %	Bond %	Other %
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**Please attach responses to the following questions on a separate sheet of paper:**

1. Please provide an explanation justifying why this position is essential to the operations of the school or office.
2. Identify at a minimum ten typical duties that will be assigned to this position. (*For classified positions*, please do not copy duties from the class description.)
3. Please provide a current organizational chart with the position and supervisor indicated. If upgrading a position or closing a position to open a new one, please indicate that on the organizational chart.
4. If multiple funding sources, please provide list of cost distribution (include program name, code, Fed. %, Gen. %, Bond %, and Other %). If grant funded, please specify the duration of the grant.
5. For new position requests, describe how the responsibilities of this position are currently being fulfilled.

**Signatures Required:**

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Branch/Section Head	Date	Division Head/Regional Superintendent	Date
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Contact Person (print)	Phone	Email
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<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Additional Information Needed
<hr/> Alberto M. Carvalho, Superintendent of Schools		<hr/> Date

**SUBMIT CERTIFICATED REQUESTS TO:** Leon Reyblat, Human Resources, [leon.reyblat@lausd.net](mailto:leon.reyblat@lausd.net)

**SUBMIT CLASSIFIED REQUESTS TO:** Wendy Guzman, Personnel Commission, [wendy.guzman@lausd.net](mailto:wendy.guzman@lausd.net)