



# CERTIFICATED PERSONNEL INFORMATION

**Returning Employee**

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
Last First MI

**Complete the personal information below ONLY if there has been a CHANGE.**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

EMPLOYEE TYPE	Choose One
1. Certificated, full time Adult Division (120 hours/pp)	<input type="checkbox"/>
2. Certificated, full time Adult Division with extra assignment (120+ hrs/pp – no more than 160 hrs/pp)	<input type="checkbox"/>
3. Certificated, Adult Division with no other LAUSD assignments (less than 120 hrs/pp)	<input type="checkbox"/>
4. Certificated, regular LAUSD day-school assignment (no more than 72 hrs/pp)	<input type="checkbox"/>
5. Certificated, regular LAUSD non-school based assignment (no more than 72 hrs/pp)	<input type="checkbox"/>
6. Certificated, teaching for another district (not LAUSD) (no more than 72 hrs/pp)	<input type="checkbox"/>
7. Classified, regular LAUSD employee with an extra assignment (no more than 72 hrs/pp)	<input type="checkbox"/>

NON-TEACHING ASSIGNMENT CODE
If you have a non-teaching assignment, enter the code that best describes your assignment here (see below):  — — — — —

## NON-TEACHING ASSIGNMENT CODES:

900102	Assistant Principal, Operations	930203	Career Counselor
900184	Other, Administrative Coordinator	930301	Assistant Principal, Counseling
910205	Other, Curriculum Development	930305	Teacher Advisor, Counseling Office
910311	Employment	930360	Counselor, Young Adults
910320	Coordinator, Special Services (ROC)	930361	Teacher Counselor
920401	Computer Assisted Instruction	930701	Other Student Services Assignment

**Sign and date for the appropriate school year below to verify that the information above is correct:**

\_\_\_\_\_  
2011-2012                      2012-2013                      2013-2014                      2014-2015

***Please return this form to the ASIS office***