



NON-CLASSROOM WAIVER / NON-REGISTER TEACHER ASSIGNMENT REQUEST

Before a teacher may be assigned to a non-classroom/non-register assignment, assurance must be given that other than a day-to-day substitute fills the vacated full-time classroom assignment caused by this action.

EMPLOYEE INFORMATION

Name: _____ Employee Number: _____
Current Position: _____ Job/Class Code: _____
Current Cost Center Name: _____ Current Cost Center Code: _____
Local District/Division: _____

REQUESTING OFFICE / NEW LOCATION INFORMATION

New Cost Center Name: _____ New Cost Center Code: _____
Hiring Administrator: _____ Contact Phone Number: _____
Title of New Position: _____ Job/Class Code: _____
Local District/Division: _____

INFORMATION ABOUT REPLACEMENT TEACHER

Name: _____ Employee Number: _____
Current Position: _____ Job / Class Code: _____
Current Location: _____ Local District/Division: _____

I certify that the assignment of this employee is in accord with Board Rule 1911 (*Nepotism*) and avoids the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise.
I CERTIFY THAT ALL THE ABOVE INFORMATION IS COMPLETE AND ACCURATE.

Principal Date YES NO
Transfer Approved

Date employee is being released from current assignment: _____

This form and all other documents required to process new assignment need to be submitted **by the requesting office** to:

Certificated Assignments & Support Services
Human Resources, Beaudry, 15th Floor
HRSupportServices@lausd.net Fax: (213) 241-8410 / 8411

