

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION  
CERTIFICATED ASSIGNMENTS AND SUPPORT SERVICES**

**REQUEST FOR AUXILIARY TEACHERS**

TO: Regional Superintendent

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
Principal

\_\_\_\_\_ School

SUBJECT: **ASSIGNMENT OF AUXILIARY TEACHERS**

It is requested that the following teacher(s) be assigned the extra teaching periods indicated to fill Position Control Number \_\_\_\_\_ effective \_\_\_\_\_.

Name	Emp No.	Status	Subject Periods Currently Taught*	Funding Source**
1.				
2.				
3.				
4.				
5.				
6.				

\*Example: 2 math, 3 science

\*\*Example: 13027, 10989, 11020

**STATEMENT TO BE SIGNED BY EACH AUXILIARY TEACHER:**

In accepting an auxiliary teaching position, I understand that I must be authorized to teach the auxiliary subject, fulfill all regular duties, and serve the conference period either before or after school, and that this auxiliary period may be terminated at any time during the semester.

- |          |            |
|----------|------------|
| 1. _____ | Date _____ |
| 2. _____ | Date _____ |
| 3. _____ | Date _____ |
| 4. _____ | Date _____ |
| 5. _____ | Date _____ |
| 6. _____ | Date _____ |

\_\_\_\_\_  
Principal's Signature

APPROVED: \_\_\_\_\_  
Regional Superintendent

\_\_\_\_\_  
Date

Completed form to be sent to HR Personnel Specialist.

