Ann Arbor Public Schools
Request for Authorization of Replacement F.T.E.

Employee Vacating Position: ____________________________ Position: ____________________________

Reason for Request: Resignation _____ Retirement _____ Transfer _____

Comment: __________________________________________

Level: Elementary o Grade: _______ Middle o Subject: _______ High o Subject: _______

Building: __________________________________________

Bargaining Unit: _______ FTE(s) _______ Estimated Total Employment Cost: ______

Funding Source: General Fund (Staffing) o SISS o Grant o

Approved: o Not Approved: o

Initiating Administrator Date

Approved: o Not Approved: o Cabinet Meeting Date: __________________________

By Executive Cabinet

Comments: __________________________________________

Executive Director of Human Resources and Legal Services Date

Directions: All requests need to be delivered to Human Resources and Legal services for verification and appropriate routing.