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

Title of New Position: _________________________ Building/Department: _________________________

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

Narrative/Reason for Request:

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

Ass’t Superintendent for Instruction and SISS Date

1. Funds to be used/Account Code #/Description

2. No funds available o

Ass’t Superintendent for Finance and Operations Date

Director of Purchasing, Grants, and Business Services Date

Comments:

Approved: o Not Approved: o

Superintendent Date

Comments:

Posting No. _________________

Executive Director of Human Resources Date

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