

# CHIMACUM SCHOOL DISTRICT

## Personnel Action Form

<b>Employee:</b>		<b>Effective Date:</b>
<b>Reason for Change:</b>  <input type="checkbox"/> Assignment Change <input type="checkbox"/> Increase/Decrease in Hours <input type="checkbox"/> Other	<b>Reason</b> (please be specific, if replacement, who whom?):	

Current Position			New Position		
Classification:			Classification:		
Days Per Year:			Days Per Year:		
Total Hours:			Total Hours:		
Budget Code:	Hrs by Code	%	Budget Code:	Hrs by Code	%

Duties:
Additional Comments:

Principal/Supervisor:	Date:
Business Manager:	Date:
Superintendent:	Date:

Please complete and send to the personnel office.