



# Human Resource Services

## Staff Change Report

### Certificated and Classified

School or Department: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Date: \_\_\_\_\_

### Section A. Closed Positions

- List all positions to be closed at the end of the current school year.
- CLOSED positions must agree with the total change reflected in your new School Site Budget.

(\*Any positions to be CLOSED after COMPLETION of this report must be done by site submitting an ISO-approved Position Requisition [BUD-F001] directly to Budget Services.)

Position Title and/or Subject Area(s)	ESCAPE Position Number	FTE/ Hours	Currently Filled By	Reason for Surplus and/or Employee Status
<b>Certificated Sample</b>				
1. <i>Teacher</i>	5529	<i>Full-Time</i>	<i>Jack Jones</i>	<i>Program Needs/ Temporary</i>
<b>Classified Sample</b>				
1. <i>Teacher Assistant, Bilingual (Russian)</i>	554	<i>3 Hours</i>	<i>Juniper Smith</i>	<i>Surplus / Permanent</i>
1.				
2.				
3.				

4.

## **Section B. Replacement Personnel - Vacancies**

- List all personnel

## **Section B. Replacement Personnel – Vacancies**

**Section B. Replacement Personnel – Vacancies (Continued) /..(C (b)(1) (b)(2) (b)(3) (b)(4) (b)(5) (b)(6) (b)(7) (b)(8) (b)(9) (b)(10) (b)(11) (b)(12) (b)(13) (b)(14) (b)(15) (b)(16) (b)(17) (b)(18) (b)(19) (b)(20) (b)(21) (b)(22) (b)(23) (b)(24) (b)(25) (b)(26) (b)(27) (b)(28) (b)(29) (b)(30) (b)(31) (b)(32) (b)(33) (b)(34) (b)(35) (b)(36) (b)(37) (b)(38) (b)(39) (b)(40) (b)(41) (b)(42) (b)(43) (b)(44) (b)(45) (b)(46) (b)(47) (b)(48) (b)(49) (b)(50) (b)(51) (b)(52) (b)(53) (b)(54) (b)(55) (b)(56) (b)(57) (b)(58) (b)(59) (b)(60) (b)(61) (b)(62) (b)(63) (b)(64) (b)(65) (b)(66) (b)(67) (b)(68) (b)(69) (b)(70) (b)(71) (b)(72) (b)(73) (b)(74) (b)(75) (b)(76) (b)(77) (b)(78) (b)(79) (b)(80) (b)(81) (b)(82) (b)(83) (b)(84) (b)(85) (b)(86) (b)(87) (b)(88) (b)(89) (b)(90) (b)(91) (b)(92) (b)(93) (b)(94) (b)(95) (b)(96) (b)(97) (b)(98) (b)(99) (b)(100)**

## Section C. New Positions

- List the total number of new positions.
- New positions listed must agree with your School Site Budget.

*\*New Positions requested after completion of this report must be initiated by site as follows:*

This is a two (2) step process:

- (1) Submit a Position Requisition (BUD-F001) to Budget Services to obtain an authorized position number.
- (2) Submit a Vacancy Requisition (on-line Escape form) to your Team Personnel Analyst ***immediately*** thereafter upon receipt of approved Position Requisition Number from Budget Services.

Position Title and/or Subject Area(s)	ESCAPE Position
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## Section D. Bilingual Needs for English Language Learners

### Staffing Plan for Teachers and Bilingual Aides:

*Indicate your staffing needs to provide an appropriate program to ELL students.*

BCLAD / BCC Teachers and Languages	Staff Needs	Current Staff With Appropriate Certification <small>(CRED RPT 28SN)</small>	Current Staff in Training	Shortage
<b>Certificated Sample</b>				
<i>1. Spanish</i>	<i>2</i>	<i>3</i>		<i>0</i>
<i>2. Cantonese</i>	<i>2</i>	<i>1</i>		<i>1</i>
<i>3. Hmong</i>	<i>1</i>	<i>0</i>		<i>1</i>
<i>CLAD/LDS Teachers</i>		<i>12</i>		
<i>SB 1969 Teachers</i>		<i>5</i>		