



# 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)(2) (D)**

## 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.*

<b>BCLAD / BCC Teachers and Languages</b>	<b>Staff Needs</b>	<b>Current Staff With Appropriate Certification <small>(CRED RPT 28SN)</small></b>	<b>Current Staff in Training</b>	<b>Shortage</b>
<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>		