

# Request for Additional Staff

2009-2010

- Step 1** Request from staff and /or parents will be submitted to building principal.
- Step 2** Principal reviews request and determine if there is data to support the request.

**IF**  
**YES**  
Submits request along with supporting data to the Assistant Superintendent.\*

**IF**  
**NO**  
Responds to staff/parent(s) with explanation of why the request did not move forward

- Step 3** Assistant Superintendent reviews information received from principal and makes decision.

**IF**  
**YES**  
Request forwarded to Chief Financial & Operations Officer

**IF**  
**NO**  
Response in writing to principal with explanation.

- Step 4** Chief Financial & Operations Officer reviews request and approves or denies request and forwards request to the Chief of Staff to initial.
- Step 5** Chief of Staff reviews, initial and forwards requests to Superintendent.
- Step 6** Superintendent approves or denies request and returns request to Secretary Chief Financial & Operations Officer.
- Step 7** Secretary to the Chief Financial & Operations Officer delivers form to the Secretary to the Director of Financial Services the and copies for record.
- Step 8** Secretary to the Director of Financial Services hand carries form to Human Resources.
- Step 9** Human Resources notify Assistant Superintendent of approval/denial.
- Step 10** Assistant Superintendent notifies Principal of approval/denial.

\*For Special Education request replace “Assistant Superintendent” with “Executive Director”