

To: Amanda Wall Gregory Panos Gregory O'Quinn Fax Number
Elementary K8/Secondary Classifield (318) 603-6383

RE: **ASSIGNMENT CHANGE AND/OR FUND CHANGE** ***Fund change to Federal/Grant requires attachment of "Request for Staff Placement Form." **THIS FORM MUST BE COMPLETED FOR ALL TITLE 1 EMPLOYEES REGARDLESS OF POSITION OR TITLE 1 BUDGET.**

Please note the following assignment changes at _____

Name of School

Name of Teacher / Paraprofessional

Social Security Number / EIN

Assignment has been changed from _____ to _____
Subject / Grade _____ Subject / Grade _____
Effective _____ Replacing _____ Location (if applicable) _____

Date _____ Name of Teacher/Para _____ Social Security Number / EIN _____

Explanation: _____

Please check if the above assignment change requires issuing or cancelling an
OUT OF FIELD AUTHORIZATION TO TEACH (OFAT)

FUND FROM:

FUND TO:

General Federal (Check Below) General Federal (Check Below)

Title 1
 Title 2
 IDEA
 8 G
 EEF
 LA 4
 Other _____

Title 1
 Title 2
 IDEA
 8 G
 EEF
 LA 4
 Other _____

Is this position within your staffing formula?

YES NO

Teacher / Paraprofessional Signature

Date

Principal's Signature

Date