



Tacoma School District
Human Resources

**JUSTIFICATION TO FILL
OPEN POSITION
2011-2012**

DATE: _____ DEPARTMENT: _____ LOCATION NAME: _____

POSITION NO. _____ [10 digit number from your budget detail report]

POSITION TITLE: _____ FTE: _____

SUPERVISOR: _____

REPLACING: _____

Resigned Retired Transfer Leave _____ (explain reason for leave)

PRIMARY DUTIES OF POSITION: _____

IMPACT IF POSITION NOT FILLED: _____

SUBMITTED BY (signature): _____

DEPUTY SUPERINTENDENT: _____

DATE: _____

CFO: _____

DATE: _____

ASST. SUPERINTENDENT/HR: _____

DATE: _____

SUPERINTENDENT: _____

DATE: _____

APPROVED	<input type="checkbox"/>
DENIED	<input type="checkbox"/>