

**Los Angeles Unified School District
APPLICATION FOR ASSIGNMENT AS PROFESSIONAL EXPERT**

EMPLOYEE INFORMATION:

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Last Name	First	M.I.	Telephone Number

Street Address	City	State	Zip Code

EMPLOYMENT WITH THE LOS ANGELES UNIFIED SCHOOL DISTRICT:

Current Employee <input type="checkbox"/>	Employee Number	Location	Position	Hours
New Employee <input type="checkbox"/>				
Retired Employee <input type="checkbox"/>	Year Retired			
Former Employee <input type="checkbox"/>	Year Last Worked	_____ Applicant Signature	_____ Date	

TO BE COMPLETED BY SPONSORING SCHOOL OR OFFICE

Fingerprint / TB Clearance: No applicant is authorized to perform any services until all required forms have been processed (including fingerprint / TB clearance for new employees or recent retirees) and the assignment has been approved. Refer to Personnel Policy Guide E12 for additional information.

Statement of Duties: Must be attached describing in sufficient detail justification of proposed salary rate.

Class Code (A, B, C, D, E, F)	Rate of Pay Per Hour	Hours Per Pay Period	Total Hours	Time of Day Work Performed	Beginning Date	Ending Date

CERTIFICATION:

I certify that the above-named individual will perform the duties described on the attachment and will not render service normally included in the duty statements of Classified, Certificated, or other Unclassified employees, and I request that the individual be employed as a Professional Expert:

Signature of Sponsoring Official	Title	School / Office
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Fund / Program Code	Telephone	Date
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BUDGET AUTHORIZATION:

Fiscal Unit Approval	Fund	Program Code	Date
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PERSONNEL AUTHORIZATION:

Personnel Office	Approved	Not Approved	Date
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PROCEDURE: Submit copy to the appropriate Fiscal Budget Specialist or your division office for budget authorization. The Fiscal Budget Specialist or your division office will attach a Request for Personnel Action form and forward it to the Certificated Assignment Unit, 333 S. Beaudry, 15th floor for assignment processing.