

~ RECOMMENDATION FOR CLASSIFIED POSITION ~

TO: *Superintendent and Board of Trustees*

FROM: _____

DATE: _____

We recommend _____ be:

Employed

Changed in Position

Discontinued on Payroll

As:

Position _____

Location _____

Classification

Hours per day _____ 

Days per week _____ 

Beginning Date _____

**SENDING VIA PONY
TO ADMIN ASSISTANT**

- Other pertinent information
- Paperwork at Central Office

**NAMES OF HIRING
COMMITTEE MEMBERS**

From:

Position _____

Location _____

To:

Position _____

Location _____

New Classification

Hours per day _____ 

Days per week _____ 

Rate _____

Beginning Date _____

Other Information

**NOTE: this memo must be received
in central office before employment
change begins.**

Due to:

Retirement Date:


Resignation Date:

Dismissal Date:

**SENDING VIA PONY:
TO ADMIN ASSISTANT**

- Letter of retirement
- Letter of resignation
- Background information
for dismissal
- Other pertinent information

Principal/Supervisor – email to Central Office

Date Received by Administrative Assistant: 

On Board Agenda - Tentative Board Approval Date:

Employee Packet: YES NO TAX FORMS Packet:

Distribution: Treasurer, Payroll, Central Office, Technology

Save

**Plymouth Community School Corporation
Request for New Computer User Setup**

Date of Request _____

Location:

- Administration
- Jefferson
- Lincoln Jr. High
- Menominee
- Plymouth High School

- Riverside Intermediate
- Service Center
- Washington
- Webster



User's Full Name _____

User's Title _____

Location of computer to be set up _____
(Area or room number)

Person being replaced _____

Is person leaving PCSC? Yes No

If not, supply new location _____

Additional Information: