

~ RECOMMENDATION FOR **CERTIFIED** POSITION ~

TO: *Superintendent and Board of Trustees*
 FROM: _____
 DATE: _____
 We recommend _____ be:


Employed

Changed in Position

Discontinued on Payroll

| | | |
|---|--|---|
| <p>As: Position _____ Location _____ Beginning Date _____ *Base Salary _____ ~~~~~ Extracurricular: Position _____ Years Experience _____ Location _____</p> <p>SENDING VIA PONY TO ADMIN ASSISTANT <input type="checkbox"/> Other pertinent information <input type="checkbox"/> Paperwork at Central Office</p> <p>NAMES OF HIRING COMMITTEE MEMBERS _____ _____ _____ _____</p> <p>*This amount must be certified by the Superintendent of Schools.</p> | <p>From: Position _____ Location _____</p> <p>To: Position _____ Location _____</p> <p>Other Information</p> <p>NOTE: this memo must be received in central office before employment change begins.</p> | <p>Due to: <input type="checkbox"/> Retirement Date: <input type="checkbox"/> Resignation Date: <input type="checkbox"/> Dismissal Date:</p> <p>SENDING VIA PONY: TO ADMIN ASSISTANT <input type="checkbox"/> Letter of retirement <input type="checkbox"/> Letter of resignation <input type="checkbox"/> Background information for dismissal <input type="checkbox"/> Other pertinent information</p> |
|---|--|---|

Principal/Supervisor – email to Central Office

Date Received by Administrative Assistant: _____  Degree: _____ Experience: _____
 On Board Agenda - Tentative Board Approval Date: _____
 Employee Packet: YES NO TAX FORMS Packet:

Distribution: Treasurer, Payroll, Central Office Receptionist, 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: