

Los Angeles Unified School District
Personnel Commission
Classified Employment Services

**EARLY EDUCATION CENTER AIDE I
REQUEST FOR CHANGE OF ASSIGNMENT**

This form is to be used only by current Early Education Center Aide I three-hour regular status employees who would like to increase their daily work hours to eight (8).

Last Name _____ First Name _____ Middle Initial _____ Employee Number _____

Present Work Location: _____ Location Code: _____

Work Phone: () _____ Home Phone: () _____ Cell Phone: () _____

LAUSD email: _____ Other email: _____

I request the following change to my current assignment:

- * Daily Working Hours: from 3 hours per day to 8 hours per day

Please check the areas for which you wish to be considered for assignment.

Geographical Areas:	*North	*West	*East	*South
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By signing here you are requesting to increase your current daily working hours to eight (8) in the geographical area(s) you indicated above. If you receive a job offer you must report to the location as assigned on the date indicated in your assignment letter.

This application will remain active for two years.

Employee's Signature

Date

Fax form to 213-241-6805

CES OFFICE USE ONLY

* Approved * Disapproved

CES Administration

Date