

Assignment Request

Date filed _____

Sonoma County Office of Education

In accordance with the collective bargaining agreement, all unit members are required to file an Assignment Request form with the Human Resources department **no later than April 1** of each year. SCOE will inform unit members of preliminary assignments no later than June 15 and final assignments no later than August 1.

Please indicate below any requests in assignment you have for the upcoming school year. Completed forms will be kept on file in the Human Resources department and may be changed at any time during the year provided the date of the change is noted.

Name _____ Home phone _____

Address _____ Email _____

City _____ Zip code _____

Date hired _____ Work phone _____

Credentials on file _____

- Department
- Alternative Education
 - Career Development / ROP
 - Special Education
 - Special Education Preschool
 - Other _____

Current assignment

Site 1 _____ % of time _____
Site 2 _____ % of time _____
Site 3 _____ % of time _____

If currently DIS, describe assignment

Site 1 _____ % of time _____
Site 2 _____ % of time _____
Site 3 _____ % of time _____
Site 4 _____ % of time _____

Request for upcoming school year

- Maintain current assignment
- Request current opening (specify)

- Request change (specify characteristics, e.g., age of students, nature of handicap, location, etc.)

Signature _____

Date _____