

To: ☐ Brandy Holcomb
Elementary

☐ Gregory Panos
K8/Secondary

☐ Shannon Henderson
Classifield

Fax Number
(318) 603-6383

RE: **ASSIGNMENT CHANGE AND/OR FUND CHANGE** ***Fund change to Federal/Grant requires attachment of
"Request for Staff Placement Form." **THIS FORM MUST BE COMPLETED FOR ALL TITLE 1 EMPLOYEES
REGARDLESS OF POSITION OR TITLE 1 BUDGET.**

Please note the following assignment changes at

Name of School

Name of Teacher / Paraprofessional

Social Security Number / EIN

Assignment has been changed from _____ to _____
Subject / Grade Subject / Grade Location (if applicable)

Effective _____ Replacing _____
Date Name of Teacher/Para Social Security Number / EIN

Explanation: _____

☐ Please check if the above assignment change requires issuing or cancelling an
OUT OF FIELD AUTHORIZATION TO TEACH (OFAT)

FUND FROM:

FUND TO:

☐ General

☐ Federal (Check Below)

☐ General

☐ Federal (Check Below)

☐ Title 1

☐ Title 2

☐ IDEA

☐ 8 G

☐ EEF

☐ LA 4

☐ Other _____

☐ Title 1

☐ Title 2

☐ IDEA

☐ 8 G

☐ EEF

☐ LA 4

☐ Other _____

Is this position within your staffing formula?

☐ YES

☐ NO

Teacher / Paraprofessional Signature

Date

Principal's Signature

Date

Revised August 2022