

Check all that apply: This form must be completed for ALL Title 1 Employees regardless of position or Title 1 Budget origin i.e., school, federal program director, PK.

School Year: _____

☐ New Hire ☐ Rehire

☐ Assignment Change (*Attach Request for Assignment and/or Fund Change Form*)

☐ Fund Change (*Attach Request for Assignment and/or Fund Change Form*)

Request for Title 1 Staff Placement

School	Employee Name	Certificate #	Employee Identification Number (EIN)	Proposed Job Assignment	Highly Qualified Area

Fund Charged: ☐ Title 1, Part A

Fund # _____

This form is to be completed for every person in – or being recommended to fill - a position funded through Title 1. ***All signatures must be obtained before placement can be made.***

I certify that:

- This teacher is certified in Louisiana or the paraprofessional is highly qualified per ESSA. ☐ Yes ☐ No
- This teacher/paraprofessional will be assigned in a core academic area or Pre-K only. ☐ Yes ☐ No
- This teacher/paraprofessional will not be reassigned within the school (another grade, class, or subject) without written permission of Title 1 Director prior to placement. **(Request must be submitted in writing.)** ☐ Yes ☐ No
- This teacher/paraprofessional is aware this is a one-year position. Further employment in this position is dependent on external funding. ☐ Yes ☐ No
- This position will “supplement, not supplant” district services. ☐ Yes ☐ No
- This employee will use different strategies and materials than those used by employees funded through General Fund. ☐ Yes ☐ No

Principal, please sign and forward to Certification Specialist who will send to the Funding Director to approve.

1. _____

Principal's Signature / Date

2. _____

Certification Specialist's Signature / Date

3. _____

Title 1 Director's Signature / Date

Revised August 2022

Staffing Administrator: Upon placement, send copy of this form to Beverly W. Cole, Title 1 Director or fax to 631-9001.

Staff Administrator

Date Placed

THIS FORM MUST BE COMPLETED FOR ALL TITLE 1 EMPLOYEES REGARDLESS OF POSITION OR TITLE 1 BUDGET.

Revised 08/11/2022