

## Extended Day Programs/Internal Posting Request Form

All programs must go through the posting process and have Board approval before they can begin.

**DATE:** \_\_\_\_\_

**To:** Mary Ellen Leimer, Interim Assistant Superintendent, Human Resources

**From:** \_\_\_\_\_

**Request a posting for:** \_\_\_\_\_  
Program Name

**Funding Source:** \_\_\_\_\_  
Name of the Grant or General Fund

**Send responses to:** \_\_\_\_\_

**Staffing request:** (please include all teachers, administrators, clerical, custodial and security)

Title	# of staff needed	Miscellaneous Info: (requirements)

**Program Start Date and Times:** please advise if orientation or training needs to be included

Start Date	End Date	Start Time	End Time

**Orientation or training DATES & TIMES:**

**Miscellaneous information:** (for example-type of program or services that are going to be provided):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**Approved by:** \_\_\_\_\_

## **Extended Day Programs/Internal Posting Request Form**

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### **Rationale: (Why is the program needed?)**

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### **Objective:(What is the objective?)**

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### **Target Group: (What group will be targeted?)**

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