

Human Resources Administrative Forms - test

- [Administrative Leave Form](#)

Used when advising an employee that he/she is being placed on administrative leave with pay. This form is used only with direction from the Human Resources department.

- Critical Incident Form

Used for reporting a Critical Incident to Human Resources and/or the SAISD Police Department.

- Form D-30 Request for Change in Allocation of Personnel Units

Used when requesting a change in allocation of personnel units. The units may be professional, paraprofessional, or classified. The type of change may be to add, delete, or transfer a unit to or from a campus.

- Elementary Assignment Form

Used to provide the positions (grade level and/or subject) and names of current staff or vacancy at the campus level. It is to be submitted to Human Resources whenever an internal change in teaching assignment is made at the campus level.

- Middle School Assignment Form

Used to provide the positions (grade level and/or subject) and names of current staff or vacancy at the campus level. It is to be submitted to Human Resources whenever an internal change in teaching assignment is made at the campus level.

- Middle School Assignment Form by Subject

Used to provide the positions by subject. It is to be submitted to Human Resources whenever an internal change in teaching assignment is made at the campus level.

- High School Assignment Form

Used to provide the positions (grade level and/or subject) and names of current staff or vacancy at the campus level. It is to be submitted to Human Resources whenever an internal change in teaching assignment is made at the campus level.

- High School Assignment Form by Subject

Used to provide the positions by subject. It is to be submitted to Human Resources whenever an internal change in teaching assignment is made at the campus level.

- NCLB- Parent Notification Requirement Form

Initiated when a student has been taught for four or more consecutive weeks (20 instructional days) by a teacher who is not highly qualified.

English or Spanish

or

- Parent Notification Letter for the Emergency Use of Student Restraint Form  
Parent Notification to notify parents of an emergency situation that resulted in the use of physical restraint. This form is used only when Special Education students are involved.
- Personnel Assignment Internal Change Form  
A separate form is used for each employee whose assignment or schedule has changed. It is used to communicate the change to Human Resources.
- PK + Academy Personnel Assignment Form  
Used to provide the positions (grade level and/or subject and names of current staff or vacancy at the campus level. It is to be submitted to Human Resources whenever an internal change in teaching assignment is made at the campus level.
- [Professional Employment Recommendation Form](#) Used to recommend an applicant to fill a vacancy. This form must be completed and emailed by the Campus/Department Administrator and sent to the designated Human Resources hiring administrator via email.
- Paraprofessional/Substitute Employment Recommendation Form Used to recommend an applicant to fill a vacancy. This form must be completed and emailed by the Campus/Department Administrator and sent to Human Resources via email.
- [Recommendation Forms for Campus Instructional Coordinators and Administrative Assistants](#)  
Used to recommend an applicant to fill positions as CIC's and AA's. Each form must be signed by the Principal, Appropriate Area Executive Director, and the Associate Superintendent for Human Resources. If the person being recommended for one of these positions is a current employee the current position does not become vacant until Position Management post the vacancy.
- Recommendation Form for Coaching and Band Assignments  
Used for recommending an applicant to fill a coaching or band vacancy at the campus level. The form must be signed by the Principal, the Campus Athletic Coordinator, and/or the District Athletic Director for coaching assignments. The form must be signed by the Principal and the District Fine Arts Director for all Fine Arts Personnel.
- Sick Leave Bank Form  
Used by the employee to request authorization to use sick leave days from the Sick Leave Bank.
- Sick Leave Bank Medical Release of Information and Physician's Statement Form  
To be completed by the employee to authorize the physician(s) to release any and all information regarding the medical history, diagnosis and treatment of the employee's disability or illness. The form is used to make the determination on whether the employee is eligible to receive a grant from the Sick Leave Bank.
- Witness Statement Form  
The form must be completed and signed by the person making witness statement. It is

used in conjunction with a Critical Incident Report Form.

- [Criminal History Records Inquiry \(CHRI\) Procedures](#)

The procedure for the CHRI provides a power point presentation and forms to be used when considering an orientation for new employees.

- [Criminal History Records Inquiry \(CHRI\) Presentation](#)
- [CHRI Consent Form](#)
- [Criminal History Records Inquiry \(CHRI\) FAQ](#)
- Criminal History Records Inquiry (CHRI) Sign In Sheet
- Criminal History Records Inquiry (CHRI) Notification by employee of change in Criminal History Report