

PICKENS COUNTY BOARD OF EDUCATION

Check One

- New Position
- Replacement
- Transfer
- Leave of Absence
- Termination
- Resignation
- Retirement

PERSONNEL ACTION FORM

Attachments

- Application
- Transfer Request
- Leave Request
- Resignation Letter
- Termination Letter
- Retirement Letter

DATE _____

NAME _____

SS# _____

POSITION/RECOMMENDATION _____

NAME OF PERSON REPLACING, IF NECESSARY _____

WORK LOCATION _____ EFFECTIVE DATE _____

REFERENCES AND ADDITIONAL INFORMATION _____

FUNDING SOURCE _____

SUPERVISOR/PRINCIPAL'S SIGNATURE _____

PRINCIPAL'S INITIAL (IF DIFFERENT FROM SUPERVISOR) _____

PERSONNEL DIRECTOR'S SIGNATURE _____

FOR CENTRAL OFFICE USE ONLY

DATE PRESENTED _____ DISPOSITION _____

SALARY/AMOUNT _____ SALARY STEP _____

CERTIFICATION (CERTIFIED STAFF ONLY) TYPE _____ YEARS OF EXPERIENCE _____