

JEFFERSON COUNTY BOARD OF EDUCATION

SCHOOL NAME: _____ SCHOOL NUMBER: _____ DATE: _____

MEMORANDUM

TO: **Director of Human Resources**

FROM: **Principal/Director:** _____

RE: **Vacancies**

	VACANCIES	Certificated	Classified	NEW POSITION OR REPLACEMENT If replacement, list name of former employee.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Approved: _____
Principal or Director

Approved: _____
Director of Human Resources

**Fax to: Human Resources
379-2255**

9/5/2003