

## Request to Fill Vacancy

**Request made by:**

**Department:**

**Date:**

**Requisition no:**

.....

Title of Position for which the request is made:

Part time or Full time:

Course:

This is a new position

This is a replacement position

Justification:

\_\_\_\_\_  
Signature of the requestor

\_\_\_\_\_  
Date

---

### Decision on the Request to fill Vacancy

(To be completed by the Principal and Executive Director and to be forwarded to the Department and to the Superintendent)

Your request to fill the above mentioned vacancy has been **approved / disapproved**.

Reason if disapproved:

\_\_\_\_\_  
Signature of the Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Executive Director

\_\_\_\_\_  
Date

Note: the format of the requisition number is: Department abbreviation <space>number in two digits / academic period; e.g.: for the first request for computer science department in the 2013-2014 academic year is: **CS 01/ 13-14**