



Administration  
**Unit Allocation Change Request**

School Year: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

**Allocation Request & Rationale:** *(to be completed by Principal/Site Administrator)*

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**Estimated Budgetary Impact:** *(to be completed by Business Services)*

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**Allocation Change:** *(to be completed by District Administration)*

Add: \_\_\_\_\_  
# Unit(s) \_\_\_\_\_ Position/Title \_\_\_\_\_

From: Reserve ☐ Other: *(specify)* \_\_\_\_\_

Delete: \_\_\_\_\_  
# Unit(s) \_\_\_\_\_ Position/Title \_\_\_\_\_

Return to: Reserve ☐ Other: *(specify)* \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Allocation Adjustment**

Convert \_\_\_\_\_ (*# Unit(s)*) to \_\_\_\_\_ (*# Unit(s)*)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
*Superintendent* *Date*