



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

Due: May 11, 2004

CLERICAL ASSIGNMENTS
2004 NON-SUMMER SCHOOL SITES

TO: Local District _____
Summer School/Intersession Coordinator

FROM: _____

Please list the name(s) of the A-Basis, 8-hour clerical employee(s) who will be assigned to support the summer program. The person(s) may be reassigned at a summer session site.

Name _____ (A-Basis)	Employee # _____ ()	Work Phone _____
Date(s) assigned _____	Home Phone () _____	
Home Address _____		
2004 Summer School Assignment _____ (if applicable)	Location _____	Dates _____

Name _____ (A-Basis)	Employee # _____ ()	Work Phone _____
Date(s) assigned _____	Home Phone () _____	
Home Address _____		
2003 Summer School Assignment _____ (if applicable)	Location _____	Dates _____

I will schedule vacation time for clerical person consistent with Article XIX, Section 1.4 of the Unit D Collective Bargaining Agreement to ensure that the person(s) listed above will be available on the dates indicated to assist in meeting the operational needs at a designated summer session site.

Signature of Principal

Date