

**HORRY COUNTY SCHOOLS BUDGET PREPARATION
2018-2019
User Defined / Reclassification Position Application**

School Name: _____ Date: _____

Current HCM Number to be User Defined or Reclassified: _____ FTE: _____

Current Position Title to be User Defined or Reclassified: _____

New Position Title: _____ FTE: _____

Name of individual recommended for Position: _____

Justification for the request to establish the position to include a description of the program: _____

Measurement of Results: _____

Impact on my school allocation (if any): _____

*Note: Approved "user defined" positions include Technology Specialist, Instructional Coach, or Reading Recovery Teacher. **Other uses of positions (reclassifications) may be requested to meet a school's programmatic needs; however, these requests must be approved by the Superintendent.** Please understand that by using one of your budgeted allocations for this position **will not** entitle you to an additional allocation.*

Person making the request: _____

Executive Director's Approval: _____

Chief Officer's Approval: _____

*Superintendent's Approval: _____

**Superintendent's approval is only required for positions not listed on this form.*

CC: Principal, Human Resources, Learning Services, Budgetary Services