

MADISON COUNTY SCHOOLS

REQUEST TO ANNOUNCE VACANCY

DATE _____ NAME OF WORKSITE _____

Announce the following **VACANT** positions that were created by resignations, retirements, etc.:
(Use additional forms if more vacancies exist)

1. Name of Person Previously Employed In This Position _____
Name of Position _____
Reason Position Vacant _____

_____ Announce Same Position
_____ Change Position To _____

2. Name of Person Previously Employed In This Position _____
Name of Position _____
Reason Position Vacant _____

_____ Announce Same Position
_____ Change Position To _____

3. Name of Person Previously Employed In This Position _____
Name of Position _____
Reason Position Vacant _____

_____ Announce Same Position
_____ Change Position To _____

Signature of Principal/Supervisor

Date