

**Division of Adult and
Occupational Education**

**BULLETIN NO. 61
August 26, 1988
Attachment**

TO: Len Griswold, Coordinator
Staff Relations and Personnel Unit
Division of Adult and Occupational Education

Attention: _____, Principal Clerk

FROM: _____, Principal
_____, School/Center

SUBJECT: REQUEST TO CONVERT ADULT SCHOOL CLERK POSITION TO "RESERVE HOURS"

Attached is a close-out greenie of an unfilled Adult School Clerk position.
Please prepare a budget transfer to convert this position.

From: _____
Position _____
Schedule _____
Step _____
Total Hours _____

To: _____
Reserve Hours _____

Approved: _____

Date: _____

cc: Loretta Walker
Guadalupe Reyes
Liz Farragut
Pio Galinato

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