

# Availability for School Year 2009-2010

**MUST BE RETURNED BY JULY 3, 2009**  
**OR RESIGNATION WILL BE ASSUMED**

**NO CHANGE**

NAME \_\_\_\_\_ SSN \_\_\_\_\_  
*Last First Mi*

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**DEACTIVATE**

NAME \_\_\_\_\_ SSN \_\_\_\_\_  
*Last First Mi*

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**UPDATE** Check box(s) below that have changed

NAME \_\_\_\_\_ SSN \_\_\_\_\_  
*Last First Mi*

NAME \_\_\_\_\_  
*Last First Mi*  
**New SS card w/new name must be attached before name can be changed**

ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(home) (cell)

EMAIL ADDRESS \_\_\_\_\_

EMERGENCY CONTACT PERSON

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

DEGREE UPDATE

**Copy of transcript or diploma showing type and date conferred must be attached.**

**\*\*\*\*New pay rate is effective on the date this document is received\*\*\*\***

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**SUPPORT:** Please indicate ‘A’ = Add Positions ‘D’ = Delete Positions

A or D	SUPPORT
	Instructional Assistant
	Instructional Assistant Autism
	Instructional Assistant Early Childhood Special Ed
	Instructional Assistant Emotionally Disturbed
	Instructional Assistant GE VPI (Preschool Aide)
	Instructional Assistant GE Title I
	Instructional Assistant Head Start
	Instructional Assistant Learning Disability
	Instructional Assistant Mildly Mentally Disabled
	Instructional Assistant Moderately Mentally Disab.

A or D	SUPPORT
	Instructional Assistant Other Hearing Impaired
	Instructional Assistant Severely Disabled
	Clinic Assistant
	Office Clerical
	Library Assistant
	Technology Resource Assistant (Elementary)
	Security Monitor (Middle & High)
	Tutor Monitor (Middle & High)

**SITES:** Please indicate ‘A’ = Add Sites  
Please indicate ‘D’ = Delete Sites

	*Bellwood Elementary School
	*Bensley Elementary School
	Beulah Elementary School
	Bon Air Elementary School
	*Chalkley Elementary School
	Clover Hill Elementary School
	Crenshaw Elementary School
	Crestwood Elementary School
	Curtis Elementary School
	Davis Elementary School
	Ecoff Elementary School
	Enon Elementary School
	*Ettrick Elementary School
	Evergreen Elementary School
	Falling Creek Elementary School
	Gates Elementary School
	Gordon Elementary School
	Grange Hall Elementary School
	Greenfield Elementary School
	*Harrowgate Elementary School
	*Hening Elementary School
	*Hopkins Elementary School
	Jacobs Road Elementary School
	Marguerite Christian Elementary School
	Matoaca Elementary School
	Providence Elementary School
	Reams Elementary School
	Robious Elementary School
	Salem Elementary School
	Scott Elementary School
	Smith Elementary School
	Spring Run Elementary School
	Swift Creek Elementary School

	Watkins Elementary School
	Weaver Elementary School
	Wells Elementary School
	Winterpock Elementary School
	Woolridge Elementary School
	Bailey Bridge Middle School
	Carver Middle School
	Chester Middle School
	Elizabeth Davis Middle School
	Falling Creek Middle School
	Manchester Middle School
	Matoaca Middle School
	Midlothian Middle School
	Perrymont Middle School
	Providence Middle School
	Robious Middle School
	Salem Middle School
	Swift Creek Middle School
	Tomahawk Middle School
	Bird High School
	Chesterfield Community High School
	Clover Hill High School
	Cosby High School
	James River High School
	Manchester High School
	Matoaca High School
	Meadowbrook High School
	Midlothian High School
	Monacan High School
	Technical Training Center
	Thomas Dale High School

SubFinder System only calls for the sites you selected. You still may receive a personal call from other schools when they anticipate a heavy absence day.

**MAIL COMPLETED FORM TO:** **CHESTERFIELD COUNTY PUBLIC SCHOOLS**  
**SUBFINDER OFFICE/HR SYSTEMS**  
**P. O. BOX 10, 9900 KRAUSE ROAD**  
**CHESTERFIELD, VA 23832**

The Chesterfield County public school system does not unlawfully discriminate on the basis of sex, race, color, age, religion, disabilities or national origin in employment or in its educational programs and activities. More info:  
[http://chesterfield.k12.va.us/CCPS/human\\_resources/compliance.htm](http://chesterfield.k12.va.us/CCPS/human_resources/compliance.htm)