

SCHOOL DISTRICT OF PHILADELPHIA

**REQUEST FOR EXTRA CURRICULAR, STAFF DEVELOPMENT, EVENING OR SUMMER ACTIVITIES
(S-313)**

YEAR	FUND	AGENCY	ORG.	ACTIVITY	OBJECT	JOB# / RPTG.

- INITIAL REQUEST
 REQUEST CHANGE

TYPE OF ACTIVITY (please check one)

- EXTRACURRICULAR PROFESSIONAL / STAFF DEVELOPMENT SUMMER

PROJECT TITLE: _____ DATES OF OPERATION: FROM _____ TO _____

CONTACT PERSON: _____ PHONE NO. _____

NAME OF SCHOOL / OFFICE: _____

PLEASE PROVIDE OR ATTACH A BRIEF DESCRIPTION OF THE ACTIVITY. THIS INFORMATION MUST BE INCLUDED.

POSITION NAME	POSITION NUMBER	STEP	NUMBER OF POSITIONS	TOTAL NUMBER OF HOURS OR DAYS		RATE OF PAY	TOTAL AMOUNT
				H	D		
						TOTAL AMOUNT REQUESTED _____	

- New employees will not be added to the payroll until Employment Services receives complete applicant information and a copy of this S-313 and the S-316.

APPROVALS / SIGNATURES

REQUESTER (PRINCIPAL / ADMINISTRATOR)	DATE	REGIONAL OFFICER	DATE
ACTIVITY MANAGER	DATE	CABINET MEMBER	DATE
CLASSIFICATION & COMPENSATION	DATE	FINANCIAL SERVICES	DATE

NOTE: THE S-313 WILL NOT BE PROCESSED WITHOUT AN ATTACHED AND COMPLETED S-316