

Sharyland Independent School Department of Human Resources

Phone: (956) 584-6400

1106 N. Shary Rd., Mission, TX 78572

Fax: (956) 580-5231

Office of Human Resources

Request to Open/Post Position

***Please circle one of the following:**

Because of the recent resignation/promotion/transfer of:

_____.

I request that the position of _____

be considered to be filled and the vacancy posted as soon as possible.

_____ Post Vacancy for 10 school days

_____ Post Vacancy Until Filled

Principal/Supervisor's Signature

Campus/Department

Date

Please fax completed form to the Office of Human Resources:
Ruby Ramirez - Professional Vacancies
Aliza D. Peña – Paraprofessional/Auxiliary Vacancies
Fax: (956) 580-5231