*(Print on School Letterhead and remove this line)*

**Date:** Click or tap to enter a date.

**To**: Mr. Ryan Dufrain, Assistant Superintendent

 Human Resources Services

**From**: Principal/Director Name

 Principal/Director, School/Department

**Subject**: Nepotism Policy Variance Request

This is to request permission for a variance to School Board Policy 3130 which states “Two (2) or more close relatives shall not work in the same school/department except by permission of the Superintendent.”

Name of New Employee, Position of New Employee is the relationship of Name of Existing Employee, Position of Existing Employee.

Neither is responsible for the project status/completion, daily assignments or discipline and employment actions of each other.

|  |  |  |
| --- | --- | --- |
| [ ]  Completed/Verified |  |  |
|  | School Principal/Director | Date |
| [ ]  Reviewed/Approved |  |  |
|  | Cabinet Level  | Date |
| [ ]  Approved [ ]  Denied |  |  |
|  | Assistant Superintendent | Date |
|  | (Superintendent Designee) |  |