

Catholic Schools  
School Staffing Form

Employee/Potential Employee Name:

School:

Position:

Type:

Staffing Change Reason:

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**New Hire to be cleared to start:**

Employee Phone Number:

Employee Email Address:

**Termination of Employment:**

Reason for Termination:

Effective Date:

Date of Expected Return if Leave of Absence:

Last Date on Payroll:

Eligible for Rehire:

Additional Comments:

**Change of Information:**

Change Type:

Explain Change:

Please email this form to:

[SchoolStaffing@dioceseofscranton.org](mailto:SchoolStaffing@dioceseofscranton.org)