



Williamsburg County School District

"Imagine Greatness"

Post Office Box 1067 · Kingstree, South Carolina 29556
Telephone (843) 355-5571 Fax (843) 355-3213
www.wcsd.k12.sc.us

Dr. Angela K. Jacobs, Interim Superintendent

Request for Temporary Help

Date: _____

Location: _____

Temporary Position Requested: _____

Rationale:

Tentative Start Date: _____

Tentative Ending Date: _____

Funding Source/Account Number: _____

Principal/Director Signature _____

To be completed by District Office Personnel

Supervisor's Approval

Date

Finance Office Approval

Date

Human Resources' Approval

Date

Candidate selected: _____ Daily/Hourly amount: _____

Personnel data form completed: _____

Background check completed (date): _____

Payroll paperwork completed: _____

The mission of Williamsburg County School District is to prepare students for college, careers, and citizenship in a global society.