Williamsburg County School District

"Moving Forward Together"

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

Dr. Lamont Moore, 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.