<table>
<thead>
<tr>
<th>Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Jane Smith</td>
<td>Bob Johnson</td>
<td>Mike Lee</td>
</tr>
</tbody>
</table>

**Second Assignment List:** Names below have been grandparented onto the next term.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>English 101</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>202</td>
<td>Math 102</td>
<td>4</td>
<td>B+</td>
</tr>
</tbody>
</table>

**Mathematics Department:**

- Professor Smith
- Professor Johnson

**English Department:**

- Professor Lee
- Professor Lee

**History Department:**

- Professor Brown
- Professor Green

**Science Department:**

- Professor White
- Professor Black

---

**Footer:**

Los Angeles Southwest College

Hourly Secretary English
<table>
<thead>
<tr>
<th>Instructor</th>
<th>Employee #</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Second Assignment List: Name(s) below have been Grandparented out of the Fall 2009.

[Insert table with additional information]

Additional Notes: The Departmental Dean must make any final decision of whether the candidate will accept the Department of Academic Affairs & Workforce. The Dean of Academic Affairs & Workforce must review any potential candidates and recommend them to the Department of Academic Affairs & Workforce. The Department of Academic Affairs & Workforce must then present these candidates to the President of Academic Affairs & Workforce, who will make the final decision.

Date: 9/10/2014

[Signature]

Reviewed By: [Signature]

Discipline: [Signature]

[Signature]

HOURLY SENIOR/WORKFORCE
## Second Assignment List

No new names may be added as of Spring 2000

### List of Names Below have been Grandparented onto

<table>
<thead>
<tr>
<th>Employee #</th>
<th>First Name</th>
<th>Last Name</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John</td>
<td>Doe</td>
<td>Smith</td>
</tr>
<tr>
<td>2</td>
<td>Jane</td>
<td>Doe</td>
<td>Smith</td>
</tr>
<tr>
<td>3</td>
<td>Mike</td>
<td>Smith</td>
<td>Doe</td>
</tr>
<tr>
<td>4</td>
<td>Susan</td>
<td>Doe</td>
<td>Smith</td>
</tr>
<tr>
<td>5</td>
<td>Bob</td>
<td>Smith</td>
<td>Doe</td>
</tr>
</tbody>
</table>

---

### Notes

- Education: Bachelors or Masters
- Supervisor: Full time staff
- Employment: Full time
- Role: Manager/Department head

### Symbols

- W = Working
- P = Paid
- C = Candidate class
- D = Deferred
- E = Employee not assigned

---

**Date:** 3/18/2004  
**Prepared By:**  
**Reviewed By:**  
**Reading:**  
**Discipline:**  

---

**HOURS SPENT ON READING:**  

---

**LASC**
<table>
<thead>
<tr>
<th>Employee</th>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Department</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>John</td>
<td>Smith</td>
<td>Sales</td>
<td>Marketing</td>
<td>New York</td>
<td>555-1234</td>
<td><a href="mailto:john.smith@email.com">john.smith@email.com</a></td>
</tr>
<tr>
<td>789012</td>
<td>Jane</td>
<td>Doe</td>
<td>HR</td>
<td>Human Resources</td>
<td>Denver</td>
<td>555-5678</td>
<td><a href="mailto:jane.doe@email.com">jane.doe@email.com</a></td>
</tr>
<tr>
<td>345678</td>
<td>Michael</td>
<td>Johnson</td>
<td>Finance</td>
<td>Accounting</td>
<td>Los Angeles</td>
<td>555-9876</td>
<td><a href="mailto:michael.johnson@email.com">michael.johnson@email.com</a></td>
</tr>
</tbody>
</table>

**Second Assignment List:**

- [ ] John Smith (Sales)
- [ ] Jane Doe (HR)
- [ ] Michael Johnson (Finance)

**Instructions:**

1. Complete the form and submit it to the respective departments.
2. Ensure all details are accurate and up to date.
3. Review the form before submission.

**Date:**

- [ ] 01/15/2023

**Reviewed By:**

- [ ] Jane Doe

**Decision:**

- [ ] Approved

**SPC:**

- [ ] Spanish