



تمام TAMAM

## Appointment Letter Amendment Process

A Practical Toolkit for Schools

هيئة الشارقة للتعليم الخاص  
SHARJAH PRIVATE EDUCATION AUTHORITY

For more information, please  
visit our website:

<https://pass.adek.abudhabi.ae/>

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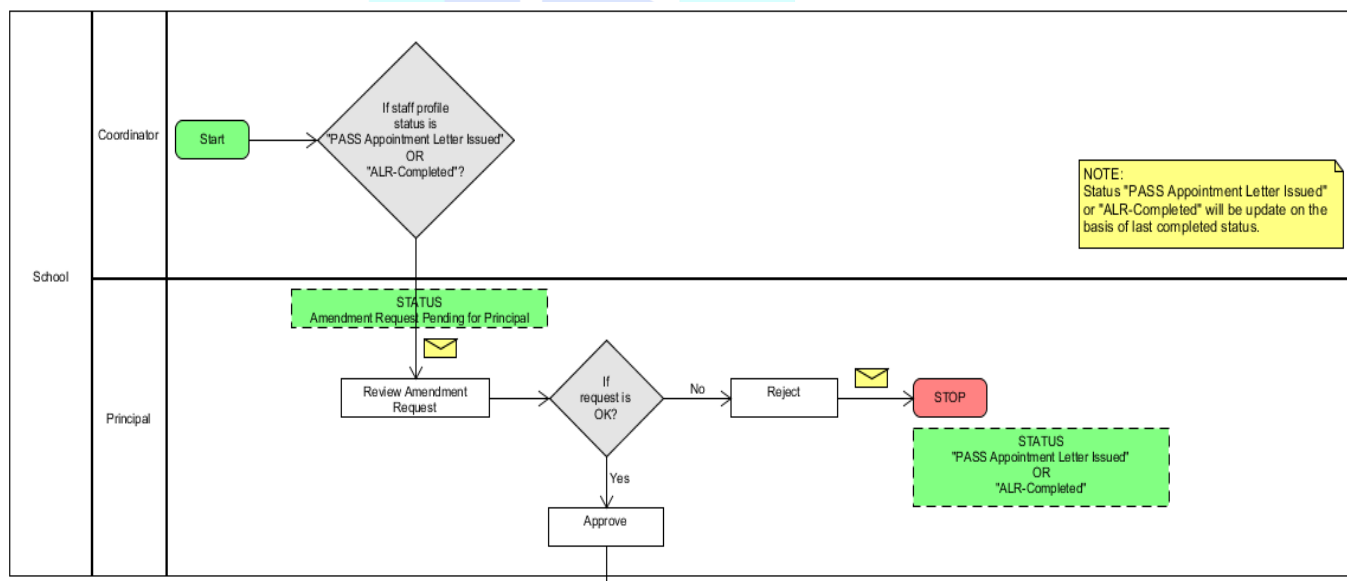
## 1. Introduction

An **AL Amendment** is a formal or official change in an ADEK appointment letter document made by adding, altering, or omitting a certain part or term. Amended documents, when properly executed (signed by all parties concerned), retain the legal validity of the original document. They are often used when it is better to change the document than to write a new one.

## 2. General Information

- AL Amendment request can be initiate by Coordinator
- Submitted AL Amendment request cannot be changed. Ensure you review your amendment request before submitting.
- Only primary subject, additional subjects and teaching grades allowed for amendment.

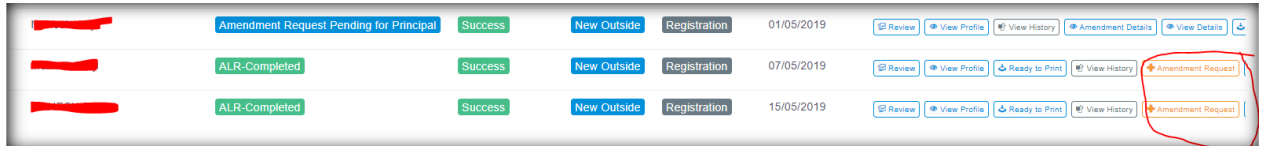
## 3. AL Amendment Process Flow



#### 4. Initiate AL Amendment Request (Coordinator):

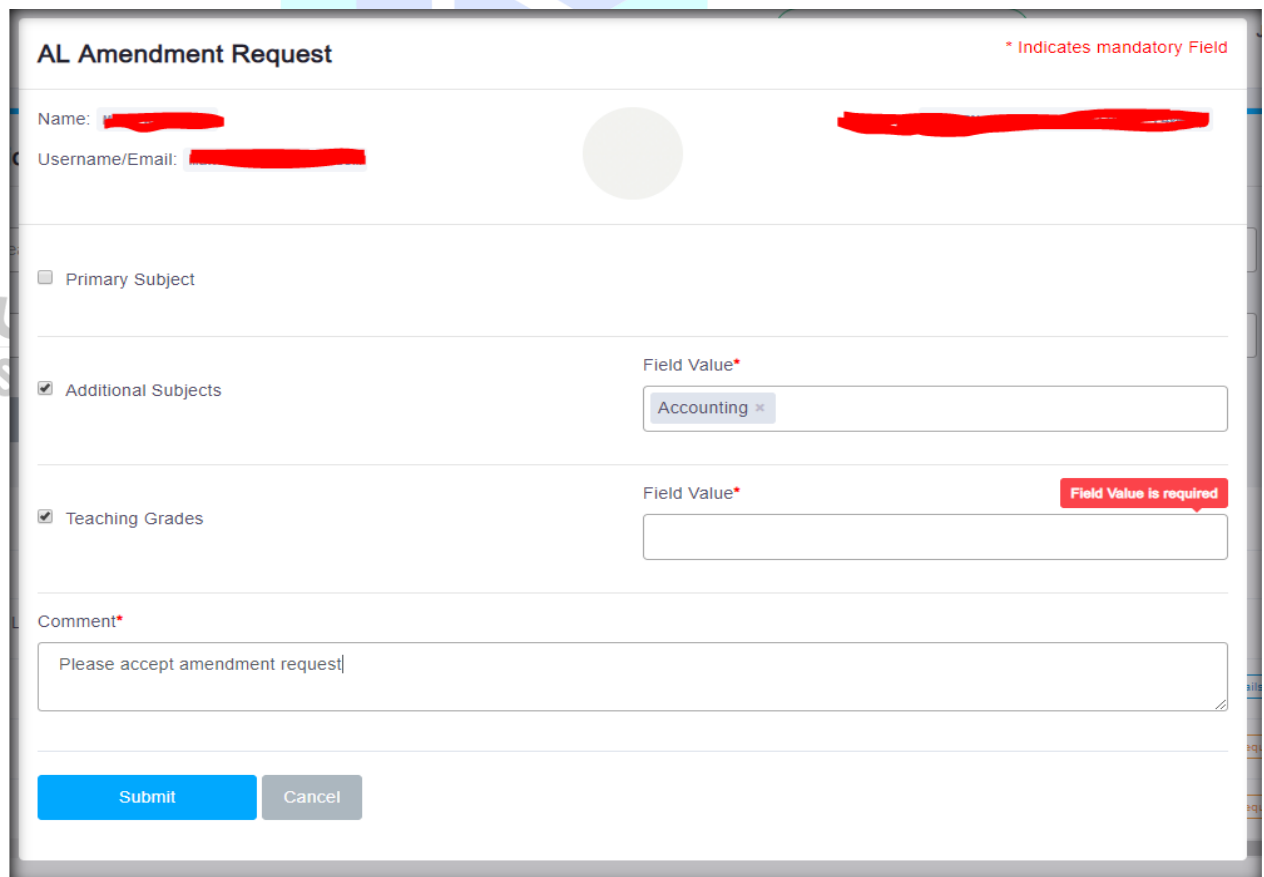
AL Amendment request will be initiated by click on “Amendment Request” button, which shown with the staff which staff profile eligible for made amendment request.

**Note:** “Amendment Request” button will appear only with ALR-Completed & PASS Appointment Letter Issued profile.



[Redacted]	Amendment Request Pending for Principal	Success	New Outside	Registration	01/05/2019	<a href="#">Review</a>	<a href="#">View Profile</a>	<a href="#">View History</a>	<a href="#">Amendment Details</a>	<a href="#">View Details</a>	<a href="#">Download</a>
[Redacted]	ALR-Completed	Success	New Outside	Registration	07/05/2019	<a href="#">Review</a>	<a href="#">View Profile</a>	<a href="#">Ready to Print</a>	<a href="#">View History</a>	<a href="#">Amendment Request</a>	
[Redacted]	ALR-Completed	Success	New Outside	Registration	15/05/2019	<a href="#">Review</a>	<a href="#">View Profile</a>	<a href="#">Ready to Print</a>	<a href="#">View History</a>	<a href="#">Amendment Request</a>	

Once coordinator clicked on [+ Amendment Request](#) button, a pop will appears with the allowed amendment field & value including user details. Coordinator needs to check the field checkbox in which amend required. Value selection box appears after checking the fields. Once required amendment details filled enter comment then submit.



### AL Amendment Request

\* Indicates mandatory Field

Name: [Redacted]

Username/Email: [Redacted]

☐ Primary Subject

☒ Additional Subjects

Field Value\*  
Accounting \*

☒ Teaching Grades

Field Value\*  
Field Value is required

Comment\*  
Please accept amendment request

[Submit](#) [Cancel](#)

After submitted the request profile status will be change to “Amendment Request Pending for Principal” which means now staff profile is pending for principal action (Approve/Reject).  
Coordinator can view amended request by click on “Amendment Details” button.

Name	Status	Payment Status	Type	Request Mode	Request Date	Action
[Redacted]	Amendment Request Pending for Principal	Success	New Outside	Registration	25/04/2019	Review View Profile View History Amendment Details

#### Amendment Request Details:

#### AL Amendment Request

Name:

[Redacted]

Request Date:

[Redacted]

School:

[Redacted]

Request By:

[Redacted]

Section	Field	Current Value	Requested Value
Experience	Primary Subject	Civics and Citizenship / التربية المدنية والمواطنة	Banking / الدراسات البنكية
Experience	Additional Subjects	Environmental Science Management, Classroom Assistant/ علوم البيئة وإدارتها , معاون صف	Accounting, Banking / المحاسبة , الدراسات البنكية
Experience	Teaching Grades	3, 9	5, 4, 2

Close

Amendment Request Pending for Principal

Success

New Outside

Registration

15/05/2019

Review View Profile View History

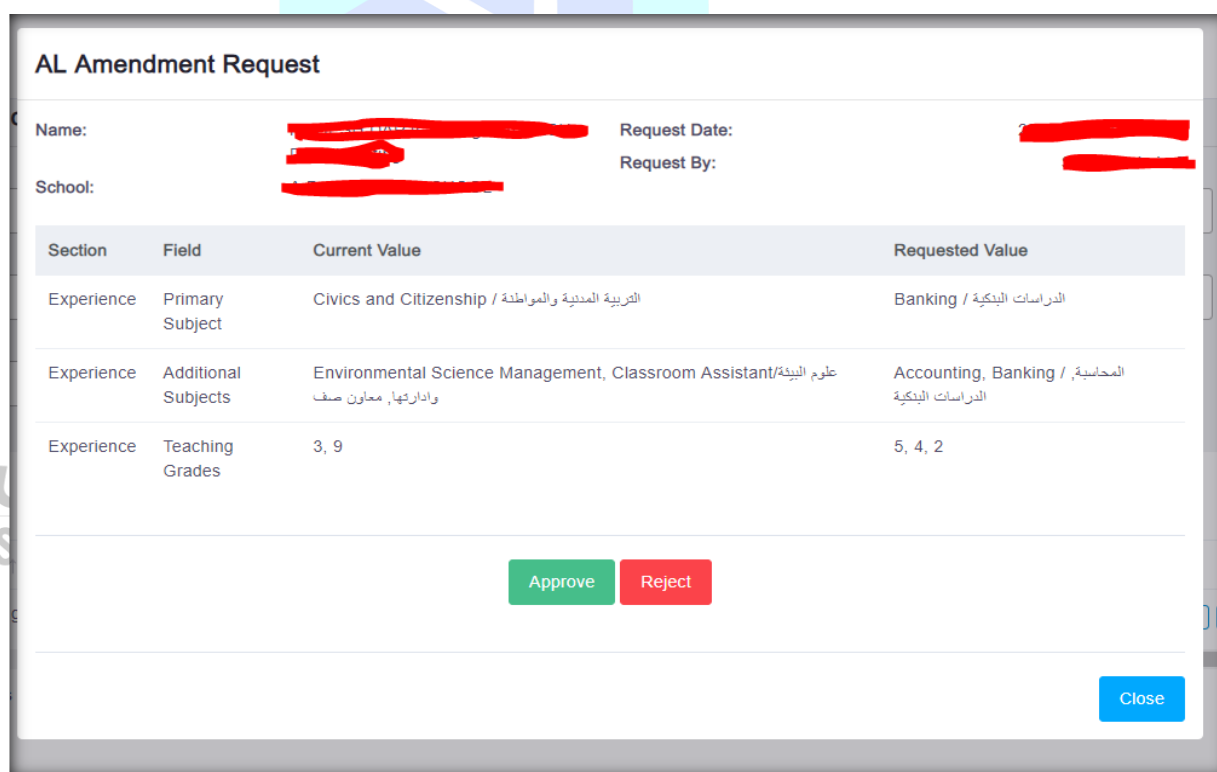
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## 5. Approve/Reject AL Amendment Request (Principal):

Principal can the amend request in the Application Managements page. Which profile has “Amendment Request Pending for Principal” status these are pending for principal action, Principal can either approve or reject amendment request.

Name	bject	Status	Payment Status	Type	Request Mode	Request Date	Action
[REDACTED]	Amendment Request Pending for Principal	Success	New Outside	Registration	15/05/2019	<a href="#">Review</a> <a href="#">View Profile</a> <a href="#">View History</a> <a href="#">Amendment Details</a>	

Principal can forward amendment request profile to ADEK or reject by click on “Amendment Details” button which appears in the staff list (See above screenshot). Once principal clicks on the above button (highlighted in circle) then popup appears (See below screenshot).



**AL Amendment Request**

Name: [Redacted] Request Date: [Redacted]  
School: [Redacted] Request By: [Redacted]

Section	Field	Current Value	Requested Value
Experience	Primary Subject	Civics and Citizenship / التربية المدنية والمواطنة	Banking / الدراسات البنكية
Experience	Additional Subjects	Environmental Science Management, Classroom Assistant/ علوم البيئة / وادارتها، معاون صف	Accounting, Banking / المحاسبة، الدراسات البنكية
Experience	Teaching Grades	3, 9	5, 4, 2

[Approve](#) [Reject](#)

[Close](#)

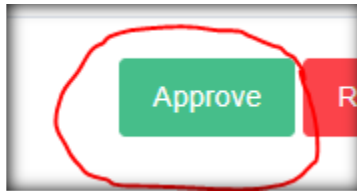
### NOTE:

If amendment request is valid and approval required then principal needs to click on “Approve” button.

If amendment request is not valid and rejection required then principal needs to click on “Reject” button.

### 5.1 Approve Amendment Request (Principal):

Once principal clicks on “Approve” button then comment box will appear.



Below the comment is mandatory, principal needs to enter the comment then submit. (Refer below screenshot)

A screenshot of a web form titled 'AL Amendment Request'. The form contains several fields: 'Name:', 'School:', 'Request Date:', and 'Request By:', all of which are redacted with black bars. Below these is a table with four columns: 'Section', 'Field', 'Current Value', and 'Requested Value'. The table has three rows of data. Below the table is a 'Comment\*' field with a text area containing the placeholder 'Enter Approve comment'. To the right of the comment field is a red asterisk and the text '\* Indicates mandatory Field'. At the bottom of the form are two buttons: 'Submit' (blue) and 'Cancel' (grey). A 'Close' button (blue) is located at the bottom right of the form frame.

Section	Field	Current Value	Requested Value
Experience	Primary Subject	Civics and Citizenship / التربية المدنية والمواطنة	Banking / الدراسات البنكية
Experience	Additional Subjects	Environmental Science Management, Classroom Assistant/ علوم البيئة وإدارتها، معاون صف	Accounting, Banking / المحاسبة، الدراسات البنكية
Experience	Teaching Grades	3, 9	5, 4, 2

Once request approved by principal then profile will be submitted to ADEK and status will be changed from “Amendment Request Pending for Principal” to “Amendment Request Pending for ADEK”.

## 5.2 Reject Amendment Request (Principal):

When principal clicks on “Reject” button then comment box will appear and comment is mandatory, principal needs to enter the comment then submit. (Refer below screenshot)



**AL Amendment Request**

Name: [Redacted] Request Date: [Redacted]  
School: [Redacted] Request By: [Redacted]

Section	Field	Current Value	Requested Value
Experience	Primary Subject	Civics and Citizenship / التربية المدنية والمواطنة	Banking / الدراسات البنكية
Experience	Additional Subjects	Environmental Science Management, Classroom Assistant/ علوم البيئة وإدارتها، معاون صف	Accounting, Banking / المحاسبة، الدراسات البنكية
Experience	Teaching Grades	3, 9	5, 4, 2

\* Indicates mandatory Field

Comment\*

[Text Area]

**Submit** **Cancel**

**Close**

Once request rejected by principal then reject details will be noted into profile history and profile status will be changed with last completed status (PASS Appointment Letter Issued **OR** ALR-Completed).