

**Colorado Springs School District 11  
Human Resources Department  
Request for Salary Reclassification**

**INSTRUCTIONS**

1. Salary reclassification forms should only be turned into the HR department if you have accumulated enough credits to move up on the teacher salary schedule. In order to move on the salary schedule, you must have a minimum of 16 semester credits of:

- **College or university graduate courses;**
- **CDE credits;**
- **D11 Staff Development credits submitted on an official D11 transcript**
- **Coursework on a Prior Approval Form and original certificate showing clock hours or semester hours.**

If you do not have enough credits (16 semester hours) to move, please keep the form and submit it when you have sufficient credits to move.

2. Please submit the Request for Salary Reclassification form after filling in all applicable blanks with the information requested. Please sign the form at the bottom and enter your employee id number and the date you are turning the form into the HR department.

3. Please include all **official** transcripts, Request for Prior Approval Forms, certificates with your Salary Reclassification form to the HR department. It is recommended that you hand deliver the form to the Human Resources Department.

4. Transcripts:

- a. Please include with your reclassification form your original transcripts and certificates. Transcripts need to bear the official seal and be signed or notarized by the registrar from the school where you completed the credits.
- b. All transcripts need to be completed and have a posted grade for each course.
- c. Do **NOT** have transcripts mailed to the HR department. They should be mailed to you so that you can attach them to your Salary Reclassification form.
- d. University and/or college courses must be graduate level with course numbers above 500, unless the school clearly identifies other course offerings are at the graduate level on the official transcript from the school.
- e. Official transcripts must indicate that the degree has been conferred to be counted for credit. Transcripts and/or letters from the college which say that the degree will be conferred are not acceptable and will not be counted for credit.
- f. For coursework taken through District #11, you must obtain an official D11 transcript. Please contact Marcia Palmer at 520-2555 who works in the Staff Development Department.
- g. Transcripts issued on-line from any source will not be accepted.

5. Salary Reclassification forms are due on or before 5 p.m. (4:30 p.m. during the summer months) on the 1<sup>st</sup> of each month in order for your reclassification to take effect for that month. Forms received after the first of the month will be considered for the following month. Your reclassification will not take effect until such time as **ALL** necessary documentation is received by HR.

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6. Hours used to obtain your MA degree may be used to advance on the salary schedule until the completion of the MA degree. Hours inclusive of the MA degree may not be carried over for additional increment credit.
7. Only list new courses you have completed on the reclassification form, not previously applied (counted) classes.
8. Should you have excess credits, the extra credits can be applied to your next salary reclassification request.
9. When your salary reclassification request has been approved, you will be notified by email that your request has been approved and the effective date.
10. Classes in question will be reviewed by an HR director to see if they will count towards your reclassification.
- 11. Incomplete forms will not be accepted. You will be notified by e-mail that your incomplete application materials are being returned to you via the D11 pony mail system.**
12. You may wish to come to the HR department to review your personnel file to see which credits have been applied to earlier reclassifications and which credits, if extra, may be applied to a new reclassification.