Colorado Springs School District 11
REQUEST FOR SALARY RECLASSIFICATION

ALL DOCUMENTATION SUCH AS OFFICIAL TRANSCRIPTS THAT VERIFY SUCCESSFUL COMPLETION OF REQUIREMENTS SHALL BE ATTACHED TO THIS COMPLETED APPLICATION AND SHALL BE SUBMITTED TO HUMAN RESOURCES ON OR BEFORE THE FIRST DAY OF EACH MONTH FOR COURSEWORK COMPLETED ON OR BEFORE SUCH DATE.

The payment for such advancement shall commence the month following the application and shall be prorated for the remainder of the school year.

Name _____ **School** _____ **School Year** _____
(Print) (Print)

* List all Graduate Level coursework stated on official transcripts, School District #11 In-services/Workshops (School District #11 official transcript) and Prior-Approved undergraduate coursework below. Quarter hour units of credit equals 2/3 of a semester credit.

** Any undergraduate level coursework MUST have prior approval also.

DO NOT WRITE ON BACK OF FORM – USE ADDITIONAL FORM IF NEEDED

Present Educational Level: _____ (BA, +16, +32, MA, etc.)	Educational Level You are Applying for: _____ (BA, +16, +32, MA, etc.)

Below, list all College / University hours completed:

College	Course #	Date Completed	Course Title	Semester Credits	Transcript Attached

Below, list all District #11 In-service and Workshops completed:

In-Service Course #	Date	Course Title	Credits	Transcript Attached

_____ _____ _____
Employee Signature Employee I.D. Number Date

FOR HR USE ONLY

Current L/S/i				New L/S/i			
Amount				Amount			