

**ERIE'S PUBLIC SCHOOLS
REQUEST FOR SALARY RECLASSIFICATION**

All adjustments to salary as a result of additional college courses shall be effective at the beginning of each semester immediately following the date of the completion of the courses. In order to be eligible, teachers must submit a Request for Salary Reclassification form to Human Resources within the first fifteen (15) school days of the school semester along with validation of successful completion of courses (official transcripts, letter of completion). All adjustments to salary as a result of additional college courses shall be effective retroactive to the beginning of each semester provided that the required forms and validations are submitted to the Human Resources Office within the required time frame.

If notification and validation of successful completion is not made to Human Resources within the first fifteen (15) school days of the semester as prescribed, salary adjustments shall not be effective until the following semester.

Name: Location: Date:

I would like to request reclassification from: to (e.g. 200 to 206; 306 to 312)

College/University/Institution where credits were earned:

Course #/Name:	Credits Earned	Date Completed

If the work for any degree was completed and a degree was awarded, give the following information:

Degree: Date Awarded:

Subject Area:

District Approval (do not write below this line)

Request Approved

Current Classification: _____

New Classification: _____

of Credits on Hold for Future Reclassification: _____

Request Denied

Reason for Denial: _____

Board Approval Date: _____

Approved by:

Natalie Fatica, Director of Human Resources

Date: _____