



# Elementary (Grades K-5) Assignment Change Form

Form #: HR REP 01

Please use this form for:

New Courses • Assignment Changes • Grade Level Changes • Building Changes • Changes in # of Classes Taught

In addition, all teachers who have a change in assignment, that effects **subject area/endorsement**, **must complete a new "Highly Qualified Form"**, which must accompany this form, and will be maintained in the Human Resources Office. The HQ forms may be found on the Southgate website, under Human Resources.

When making changes in teacher assignments consideration should be given to: • Class Title • Content • Certification  
The title of the class must accurately reflect the content/subject matter taught in that class; and the teacher must be appropriately certificated and Highly Qualified for that teaching assignment.

Name of Teacher: \_\_\_\_\_ Date of Anticipated Change: \_\_\_\_\_

\_\_\_\_\_ New Course Title: \_\_\_\_\_ Required Endorsement: \_\_\_\_\_

\_\_\_\_\_ Assignment Change From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ Building Change From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ Grade Level Change From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ # of Classes Taught From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Signature of Building Administrator Date

- If "New Course" was checked, please forward to Superintendent.
- If "# of Classes Taught" was checked, please forward to the Business & Finance Manager.
- If "Assignment, Building or Grade Level Change" were checked, please forward to the Human Resources Coordinator.

\_\_\_\_\_  
Signature of Superintendent Date

\_\_\_\_\_  
Signature of Business & Finance Director Date

\_\_\_\_\_  
Signature of Director of Human Resources Date

**Superintendent or Business & Finance Manager: Please forward to Human Resources after signing.**

\_\_\_\_\_ Teacher is HQ \_\_\_\_\_ Teacher is NOT HQ \_\_\_\_\_ Add'l info is needed to determine HQ Status

HR Forward to:	___ Building Admin.	___ Payroll	___ Business Office	___ Superint Office	___ Technology
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