



# Secondary (Grades 6-12) Assignment Change Form

Form #: HR REP 03

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: _____
_____ # of Classes Taught	From: _____	To: _____
_____ Building Change	From: _____	To: _____
_____ Grade Level	From: _____	To: _____

_____ Assignment Change	<u>Title/Required Endorsement</u>	<u>Title/Required Endorsement</u>
1st Hour:	From: _____ / _____	To: _____ / _____
2nd Hour:	From: _____ / _____	To: _____ / _____
3rd Hour:	From: _____ / _____	To: _____ / _____
4th Hour:	From: _____ / _____	To: _____ / _____
5th Hour:	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

