

Mount Vernon Public Schools
Mount Vernon, New York

TEACHING ASSISTANT REQUEST FOR SALARY RECLASSIFICATION

Teaching Assistants shall be eligible for reclassification only once per school year effective October 15th.

NAME _____

SCHOOL _____

MOVE FROM:

(Check one)

- Assistant < 6 credits
- Assistant 6 credits
- Assistant 18 credits
- Assistant 30 credits
- Assistant 48 credits
- Assistant 60 credits

MOVE TO:

(Check one)

- Assistant 6 credits
- Assistant 18 credits
- Assistant 30 credits
- Assistant 48 credits
- Assistant 60 credits
- Assistant 90 credits

In order for reclassification to become effective, the reclassification form and official transcripts must be submitted to the office of Human Resources by October 1st. If submitted after the October 1st deadline, the teacher will be considered for reclassification effective October 15th of the **following** school year.

EMPLOYEE SIGNATURE

DATE

office use only

PRIOR CREDIT APPROVAL RECEIVED: _____ DATE RECEIVED: _____

OFFICIAL TRANSCRIPTS RECEIVED: _____ STAMPED DATE REC'D: _____

RECLASSIFICATION: _____ APPROVED _____ DENIED _____

DISTRICT SIGNATURE