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. Colleges/ Universities may send official transcripts to Officialteachertranscript@d11.org.

The payment for such advancement shall commence the month following the application and shall be prorated for the remainder of the school year.
(As per Master Agreement Article IV, Salaries D)

Name _____ (Print) **School** _____ (Print) **School Yr.** _____

* 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.

** Any undergraduate level coursework taken to become Highly Qualified MUST have prior approval also.

Present Educational Level: _____ (BA, +16, +32, +48, MA, etc.)	**Educational Level You are applying for:** _____ (BA, +16, +32, +48, MA, etc.)

Below, list all College / University hours completed:

College	Course #	Date Completed	Course Title	Semester Hrs.	TRANSCRIPT ATTACHED ☑

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

In-Svc #	Date	In-Service Title	Semester Hrs.	☑

Employee Signature _____ **Employee I.D. Number** _____ **Today's Date** _____

FOR HR USE ONLY

Curr L/S/i ☐☐☐ **New L/S/i** ☐☐☐

Amount ☐☐☐☐☐.☐☐ Amount ☐☐☐☐☐.☐☐