



APPLICATION FOR CHANGE IN CATEGORY

DATE: _____

NAME _____ SCHOOL: _____

PRESENT CATEGORY: _____ CATEGORY REQUESTED: _____

IMPORTANT INFORMATION: Application for change in professional category for salary purposes must be submitted to the Superintendent's Office no later than *January 1 of the year prior to the September* in which the change is to become effective. All changes in professional category become effective in September. If there is any doubt about gaining required credits for anticipated professional category change, it is in your best interest to file an application with the understanding that change will be approved subject to official proof of necessary credits **(ORIGINAL TRANSCRIPTS)** by September.

COURSES/WORKSHOPS	INSTITUTION	DATE COMPLETED	CREDITS EARNED	<input checked="" type="checkbox"/>

SUPPORTING DATA: Graduate courses and/or workshops completed and approved in advance by the Superintendent that have been taken since your present professional category was determined should be listed below. Any graduate courses taken prior to the establishment of your present professional category that were not approved in writing and in advance by the Superintendent may not be recognized, i.e. credited toward a change in professional

APPLICATION RECEIVED: _____ Date: _____

FINAL APPROVAL: _____ Date: _____

APPLICATION NOT APPROVED: _____ Date: _____