



# Mount Vernon City School District

165 North Columbus Avenue • Mount Vernon, NY • 10553 t 914-358-2350 • f 914-665-5596

## TEACHING ASSISTANT REQUEST FOR SALARY RECLASSIFICATION

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

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 (SEALED) transcripts must be submitted to the HR Department by October 1st. If submitted after the October 1st deadline, the Teaching Assistant will be considered for reclassification effective October 15th of the following school year. The transcripts can be mailed or emailed directly from the institution to the HR Department: [humanresources@mtvernoncsd.org](mailto:humanresources@mtvernoncsd.org). This form is only considered submitted once Official Transcripts are received by the Human Resources Department.

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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Office use only

PRIOR CREDIT APPROVAL RECEIVED: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

OFFICIAL TRANSCRIPTS RECEIVED: \_\_\_\_\_ STAMPED DATE REC'D: \_\_\_\_\_

RECLASSIFICATION: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

DISTRICT SIGNATURE \_\_\_\_\_