

SAN MARCOS UNIFIED SCHOOL DISTRICT
REQUEST FOR RECLASSIFICATION ON CERTIFICATED SALARY SCHEDULE

Complete and submit both copies to the Human Resources Department by March 1 of the year preceding the school year for which reclassification is requested.

1. I am now in Class _____ Step _____
2. I intend to move to Class _____ Step _____ for the _____ school year.
3. Prior to the start of the next school year, I will have completed a total of _____ units beyond my degree.
4. I have a Master's degree Yes _____ No _____
5. I will have a Master's degree completed prior to the start of the next school year Yes ___ No ___

Criteria Governing Columnar Salary Schedule Advancement:

1. All college courses must be approved by the Professional Growth Committee before credit for salary purposes can be given.
2. Units to be applied for current year salary schedule credit shall be completed prior to the start of a school year.
3. Units shall be verified in the Human Resources Department with official transcript or documented grade record prior to November 1.
4. The Request for Reclassification on the Certificated Salary Schedule shall be submitted to the Human Resources Department by March 1.

Date _____ Signature _____

Print Name _____

DISPOSITION OF REQUEST FOR RECLASSIFICATION ON SALARY SCHEDULE

Granted _____

Rejected _____

Comments _____

Date _____ Signature _____