



## 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 by September.

COURSES/WORKSHOPS	INSTITUTION	DATE COMPLETED	CREDITS EARNED	✓

**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: \_\_\_\_\_

APPLICATION TENTATIVELY APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_

FINAL APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION NOT APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_