PERSONNEL 03.121 AP.24

## Change in Rank/Licensure

Complete and submit this form to the Superintendent at least two (2) weeks prior to the beginning of the affected school term. Attach documentation verifying your change in rank/licensure.

Employee's Name:	
Employee's Classification: ☐ CERTIFIED ☐ CLASSIFIED	
School/Work Location:	
Immediate Supervisor's Name:	
My rank/licensure will change from	
to	
effective for the school year. Attached is the requir	red documentation to
verify my rank/licensure change.	
TEACHERS ONLY	
□ National Board Certification is pending. Pursuant to policy 03.121, I prior to September 15 in the event a rank-related increase in salary i	1
Employee's Signature	Date
Superintendent's Signature	Date

NOTE: Before salary adjustments can be made, documentation verifying change in rank/licensure must be received by the Superintendent on/before September 15 and on file at the Central Office.

Review/Revised: 10/26/2021