

ORANGE BOARD OF EDUCATION REQUEST FOR ACADEMIC LEVEL CHANGE

PLEASE COMPLETE THIS FORM IN DUPLICATE. SUBMIT BOTH COPIES TO THE DEPARTMENT OF HUMAN RESOURCES BY **NOVEMBER 1ST** FOR ATTAINMENT OF NEW LEVEL FOR THE FOLLOWING SCHOOL YEAR. A COPY WILL BE RETURNED TO YOU UPON APPROVAL. **NOTE:** PLEASE MAKE SURE YOU ATTACH OR SUBMIT PROOF OF ATTAINMENT OF NEW LEVEL, E.G.: TRANSCRIPTS OR DEGREE FOR ALL CREDITS TOWARDS THE NEW LEVEL.

Please print all information.

STAFF MEMBER: _____
LAST *FIRST*

SCHOOL: _____ GRADE/SUBJECT: _____

This is to officially notify you that I am requesting a change on the contract guide

From: _____ To: _____
LEVEL *LEVEL*

(BA+15 AND MA+15 LEVELS ARE ELIMINATED FOR EMPLOYEES WITH A DATE OF HIRE AFTER 07/01/2013)

for the school year _____.

These courses have been approved by the Administrative Assistant to the Superintendent
or

are part of a graduate matriculated program at _____
College or University

Signed: _____
STAFF MEMBER *DATE SUBMITTED*

Address: _____
STREET ADDRESS *APT #*

_____ *CITY* _____ *STATE* _____ *ZIP*

APPROVED BY THE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT
FOR HUMAN RESOURCES/OPERATIONS

DATE