

# ORANGE BOARD OF EDUCATION REQUEST FOR ACADEMIC LEVEL CHANGE

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

**Please print all information.**

**STAFF MEMBER:** \_\_\_\_\_  
Name (First and Last)

**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 Superintendent's designee

Or

- Are part of a graduate matriculated program at \_\_\_\_\_  
Accredited College/University

**Signed:** \_\_\_\_\_  
**STAFF MEMBER** **DATE SUBMITTED**

**Address:** \_\_\_\_\_  
**STREET ADDRESS**  
\_\_\_\_\_  
**CITY, STATE ZIP**

\_\_\_\_\_  
**APPROVED BY EXECUTIVE DIRECTOR OF HUMAN RESOURCES** **DATE**