

**Hutchinson Public Schools  
USD 308  
Hutchinson, Kansas**

**Licensed Application for Salary Schedule Reclassification**

A member's placement on the salary schedule will be based upon the receipt of the following items in the Human Resources Office.

1. Form 229, "Application for Salary Schedule Reclassification", by September 15<sup>th</sup>.
2. Official transcripts or letter of confirmation signed by a university department chair supporting the "Application for Salary Schedule Reclassification" by September 15<sup>th</sup>. The official transcript or the letter confirming college credit by a university department must be submitted to Human Resources in a sealed envelope from the institution granting the college credit.

**This transcript/letter must be submitted to Human Resources ALONG WITH the completed Form 229. Please make certain all classes for salary schedule reclassification are listed in your MLP salary tracker screen before submitting the form and transcript/letter.**

Date: \_\_\_\_\_

I am requesting reclassification on the salary schedule from \_\_\_\_\_ + \_\_\_\_\_ to  
\_\_\_\_\_ + \_\_\_\_\_.

**PLEASE COMPLETE ALL THAT APPLY: This information should include only those hours and/or points needed for reclassification.**

Official, sealed transcript(s) is(are) enclosed - university \_\_\_\_\_ number of hours \_\_\_\_\_.

Official, sealed transcript(s) is(are) enclosed - university \_\_\_\_\_ number of hours \_\_\_\_\_.

Number of points to be used for movement \_\_\_\_\_.

Applicant's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**This section is to be completed by the Administration Center, Human Resources Department.**

Action Taken: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Human Resources)