

# Hutchinson Public Schools

USD 308

Hutchinson, Kansas

## Classified Application for Salary Schedule Reclassification

Application, documentation (official, sealed transcripts or letter of confirmation signed by a University Department Chair), certificate and/or PDC Transcript must be received by September 15<sup>th</sup>.

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

I hereby request reclassification on the salary schedule from \_\_\_\_\_ + \_\_\_\_\_  
(Level + Step)

to \_\_\_\_\_ + \_\_\_\_\_  
(Level + Step).

### **STEP 1: Movement using CEUs.**

\_\_\_\_\_ PDC Transcript enclosed. (1 step movement requires 100 CEUs.)

\_\_\_\_\_ PDC Transcript has been requested.

\_\_\_\_\_ No PDC Transcript needed.

### **STEP 2: Movement using college credit.**

\_\_\_\_\_ Official transcript is enclosed. \_\_\_\_\_  
[Name of University(s)]

\_\_\_\_\_ Official transcript is on file with HR. \_\_\_\_\_  
[Name of University(s)]

\_\_\_\_\_ Official transcript has been requested. \_\_\_\_\_  
[Name of University(s)]

\_\_\_\_\_ No transcript needed.

### **STEP 3: Movement per earned certificate.**

\_\_\_\_\_ Certificate enclosed. \_\_\_\_\_  
[Institution awarding certificate]

\_\_\_\_\_ No certificate needed.

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

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**This section to be completed by the Human Resources Department.**

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

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