

**Teaneck Board of Education
Human Resource Management
Request for Salary Reclassification**

INSTRUCTIONS

1. Salary reclassification forms should only be turned into the HR department if you have accumulated enough credits to move up on the teacher salary schedule. In order to move on the salary schedule, you must have the requisite semester credits of:
 - College or university graduate level courses
 - Coursework on a Prior Approval Form

2. Please submit the Request for Salary Reclassification form after filling in all applicable blanks with the information requested. Please sign the form at the bottom and enter the date you are turning the form into the HR department.

3. Please include all **official** transcripts.
 - All transcripts need to be completed and have a posted grade for each course.
 - Transcripts must bear the official seal and be signed or notarized by the registrar from the school where you completed the credits.
 - University and/or college credits must be graduate level with course numbers above 500, unless the school clearly identifies other course offerings are at the graduate level on the official transcript of the school.
 - Courses taken for Certification or Continuing Education purposes will not be counted for credit. Classes in question will be reviewed by an HR director to see if they will count towards reclassification.
 - Official transcripts must indicate that the degree has been conferred to be counted for credit. Transcripts and/or letters from colleges that state that the degree will be conferred at a later date are not acceptable.
 - Transcripts issued online from any source will not be accepted.

4. Only list new courses you have completed on the reclassification form, not previously applied (counted) classes. For example, hours inclusive of the MA degree may not be carried over for additional increment credit to the MA+32 guide.

5. Reclassification forms must be completed and submitted prior to June 30th by each person expecting to complete the requirements for reclassification, effective September 1st. Official transcripts must be submitted by August 31st. Your reclassification will not take effect until such time that **ALL** necessary documentation is received by HR.

