HUMAN RESOURCE MANAGEMENT
TEANECK BOARD OF EDUCATION
One Merrison Street
Teaneck, NJ 07666
Phone: 201-862-2322 Fax 201-837-9468

Reclassification Form

Name (Please Print) **Date**

School **Assignment**

At the present time, I am on the ☐ (BA) ☐ (MA) ☐ (MA+32) guide.

I expect to complete all the requirements for the ☐ (MA) ☐ (MA+32) ** ☐ (DOCT) level by _____ Date

** All graduate credits **MUST BE** earned **AFTER** master's degree is awarded.

Therefore, I apply for reclassification, effective September 1st. I shall request transcripts to be sent directly to:

Human Resource Management
One Merrison Street
Teaneck, NJ 07666

Signature

* Individuals moving to the MA + 32 level must complete the reverse side of this form.

NOTE: All coursework for reclassification must be completed ***and*** official transcripts must be submitted by August 31st before reclassification can be processed. This form is to be completed and submitted prior to June 30th by each person expecting to complete the requirements for reclassification, effective September 1st

Movement to the MA + 32 Salary Guide

Please complete the following section ***ONLY*** if you are applying for movement to the MA+32 level (all graduate credits must be earned after Master's degree is awarded).

Academic Courses Minimum of 24 credits				*Staff Development (In-Service courses)* Maximum of 8 credits		
School	**Course Number & Title**	**Semester**	**Credits**	**Course Title**	**Date of Course**	**Credits**
	TOTAL CREDITS				TOTAL CREDITS	