

Change in Rank/Licensure

Complete and submit this form to the Superintendent/Designee ~~at least two (2) weeks prior to the beginning of the affected school term~~ by May 1 of the school year prior to the beginning of school year of projected rank change. For a mid-year rank change, submit this form no later than September 1. ~~Attach documentation verifying your change in rank/licensure.~~

Employee's Name: _____

Employee's Classification: ☐ CERTIFIED ☐ CLASSIFIED

School/Work Location: _____

Immediate Supervisor's Name: _____

My rank/licensure will change from _____
to _____,

effective for the ☐ fall term ☐ spring term of the _____ school year.

NOTICE: Once all coursework is completed and rank change is officially recorded by EPSB, employee must send an email notification to the Superintendent/Designee that the rank change is complete. Notification later than 3 weeks after rank change becomes official in EPSB will not receive pay increase until the following semester.

Attached is the required documentation to verify my rank/licensure change.

TEACHERS ONLY

- ☐ National Board Certification is pending. Pursuant to policy 03.121, I am providing this notice prior to September 15 in the event a rank-related increase in salary is indicated.

Employee's Signature

Date

Superintendent, Designee's Signature

Date

NOTE: Before salary adjustments can be made, documentation ~~verifying change in rank/licensure must be received by the Superintendent and on file at the Central Office.~~ must be reflected by the Educational Professional Standards Board. Rank changes will become effective on the date of EPSB approval according to Board policy.

Review/Revised:8/1/2002