



## EUREKA CITY SCHOOLS

### REQUEST FOR A CHANGE OF CLASS OR CLAD

Must be submitted to the Personnel Office prior to April 1st.

\_\_\_\_\_ I hereby request a change from Class \_\_\_\_\_ to Class \_\_\_\_\_ on the Eureka City Schools Certificated Salary Schedule for the school year \_\_\_\_\_.

\_\_\_\_\_ I hereby request a change adding CLAD certification for the school year \_\_\_\_\_.

This request is based upon additional units which have been completed, are now being taken, or which I plan to take during the summer session. **I understand that units must be completed prior to the first day of school** and official verification of completed units must be filed in the Personnel Office in the form of **OFFICIAL, UNOPENED TRANSCRIPTS by December 1st.**

Name of Employee	School	Date
Request for Change of Class or CLAD filed: _____		
	Date	(Personnel)
Change of Class or CLAD Verified: _____		
	Date	(Personnel)
Comments: _____		
_____		
_____		

Instructions: Submit in triplicate to Personnel. Pink copy will be returned after the Request to Change Class or CLAD is filed. Yellow copy will be returned to the employee after the change has been verified.