



Secondary (Grades 6-12) Assignment Change Form

Form #: HR REP 03

Please use this form for all:

New Courses • Assignment Changes • Grade Level Changes • Building Changes • Changes in # of Classes Taught

In addition, all teachers who have a change in assignment, that effects subject area/endorsement, **must complete a new "Highly Qualified Form"**, which must accompany this form, and will be maintained in the Human Resources Office. The HQ forms may be found on the Southgate website, under Human Resources.

When making changes in teacher assignments consideration should be given to: • Class Title • Content • Certification
The title of the class must accurately reflect the content/subject matter taught in that class; and the teacher must be appropriately certificated and Highly Qualified for that teaching assignment.

Name of Teacher: _____ Date of Anticipated Change: _____

_____ New Course	Title: _____	Required Endorsement: _____
_____ # of Classes Taught	From: _____	To: _____
_____ Building Change	From: _____	To: _____
_____ Grade Level	From: _____	To: _____

_____ Assignment Change	<u>Title/Required Endorsement</u>	<u>Title/Required Endorsement</u>
1 st Hour:	From: _____/_____	To: _____/_____
2 nd Hour:	From: _____/_____	To: _____/_____
3 rd Hour:	From: _____/_____	To: _____/_____
4 th Hour:	From: _____/_____	To: _____/_____
5 th Hour:	From: _____/_____	To: _____/_____

_____	_____
Signature of Building Administrator	Date

- If "New Course" was checked, please forward to Associate Superintendent.
- If "# of Classes Taught" was checked, please forward to the Business Manager.
- If "Assignment, Building or Grade Level" were checked, please forward to the Human Resources Coordinator.

_____	_____
Signature of Associate Superintendent	Date

_____	_____
Signature of Business Manager	Date

_____	_____
Signature of HR Coordinator	Date

Associate Superintendent or Business Manager: Please forward to Human Resources after signing.

_____ Teacher is HQ _____ Teacher is NOT HQ _____ Add'l info is needed to determine HQ Status

HR Forward to: ___ Building Admin. ___ Payroll ___ Business Office ___ Sub Caller ___ Technology
