

SAN CARLOS SCHOOL DISTRICT

TO: HUMAN RESOURCES OFFICE

RE: COMPLETION OF COURSES FOR RECLASSIFICATION – (Due October 15<sup>th</sup>)

I understand that in order to reclassify, I have complied with the following:

- I have completed the following courses by September 1<sup>st</sup> and the **official transcripts** are attached.
- I submitted my **Intent to Reclassify Form** by the March deadline.
- I submitted and was approved to take the following courses via the **Approval of Courses Form**.

<u>Course Number</u>	<u>Course Name</u>	<u>College</u>	<u>Year</u>	<u>Semester Units</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- Quarter units should be multiplied by 2/3 to equal semester units.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved, Administrator