

Book	Policy Manual
Section	3000 Professional Staff
Title	ESTABLISHMENT AND CHANGE OF CLASSIFICATION
Code	po3412
Status	Active
Adopted	July 25, 2006
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#### **3412 - ESTABLISHMENT AND CHANGE OF CLASSIFICATION**

All teachers are required to file with the Superintendent their Ohio Teachers Certificate, and official transcript of all college credit and/or proof of work or armed service experience by no later than prior to the start of the contract [period of employment. Salary cannot be paid until such proof is submitted or it has been established to the satisfaction of the Superintendent that a valid application for a certificate is in process.

Any teacher who has completed additional work which would result in a change of training classification must submit satisfactory evidence of such work by September 30<sup>th</sup>. Additional work completed or evidence submitted after September 30<sup>th</sup> will be effective the following school year.