



2. Elementary School Classification Report (if applicable)
3. Credential Report
4. Seniority Report (Certificated Only)
5. Decimal / Hours Conversion Chart for **Classified Segment**

If you have questions or need assistance, please e-mail or call your HR Analyst directly for support as they are a very valuable resource to complete this process.

JS:RF:CM:CMS:tl/km/cn

cc: Jess Serna, Chief Human Resources Officer

Chief Accountability Officer
Chief Financial Officer
ROP Office



Human Resource Services

Elementary School Enrollment - Classification Report

School Year: _____

School

Regular Program

Principal's Signature

Special Education

Alternative Program

Date

TEACHER INFORMATION

SPEC

KGN

KGN

NUMBER OF STUDENTS – Primary, Intermediate, Middle

