

**Meredith Gatzke, Director of  
Employee Relations & Organizational Development**

Randolph Township Schools

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## Level Change Request Instructions

1. According to the REA: **“Teachers will notify the superintendent of a potential level change by December 1 of the previous academic year for salary advancement effective September 1.”**
  - This letter is to be sent to the Office of Employee Relations & Organizational Development, attention to Meredith Gatzke.
  
2. Once the Letter of Intent is received from the staff member, a letter of Acknowledgment is then sent back to the staff member with a copy of their letter, the Level Change Application Form and instructions.
  - Only after a Letter of Intent is received will an application be sent to staff members.