

REQUEST FOR CHANGE IN EDUCATIONAL SALARY STATUS

STAFF DEVELOPMENT

Additional graduate or undergraduate credit hours obtained by each member shall be reviewed during September and January of each year. A September review will result in appropriate placement on salary schedule for the entire year whereas, a January review will result in appropriate placement for only the second semester beginning the first work day in January of the contract year. Members are to give notice to the treasurer, no later than September 5 or January 5 of each year that additional training will be completed that will result in advancement on the salary schedule.

I request that my educational salary status be changed from:

(Check One)

_____ B.A. to B.A. +15 Semester Hours

_____ B.A. to 150 Semester Hours

_____ B.A. to Masters Degree (M.A.)

_____ B.A. +15 to 150 Semester Hours

_____ B.A. +15 to Masters Degree (M.A.)

_____ 150 Semester Hours to Masters Degree (M.A.)

_____ Masters Degree (M.A.) to M.A. +15 Semester Hours

I have submitted a sealed official transcript to the Treasurer of the Board by September 5th or January 5th.

Signature of Member

Date

Treasurer's Approval

Date