

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 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