

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 AADVANCEMENT ON THE SALARY SCHEDULE.

I REQUEST THAT MY EDUCATIONAL SALARY STATUS BE CHANGED FROM:

- 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 THE APPROPRIATE EVIDENCE TO THE TREASURER OF THE BOARD BY SEPTEMBER 5TH OR JANUARY 5TH.

SIGNATURE OF MEMBER

DATE

TREASURER'S APPROVAL

DATE