



EDUCATION SALARY ADJUSTMENT REQUEST

TO THE DIRECTOR:

I _____ have completed sufficient hours to be placed on the salary schedule at the circled level. My transcripts are on file with in the Personnel office.

Sem Hrs	30	60	90	BS	BS+15	BS+30	MS	MS+15	MS+30	MS+45	MS+60 MFA	PhD
Dollar Amount Increase	600	850 (250)	1200 (350)	2200 (1000)	2900 (700)	3600 (700)	4600 (1000)	5300 (700)	6000 (700)	6700 (700)	7400 (700)	7700 (300)

National School Board Certification -Master Teacher One-time increase of \$1,000

Adjustments to salaries will be made on the first payday in October (retroactive to the start of the school year) in February (retroactive to the start of 2nd semester) provided the teacher has submitted all necessary documentation to the Director at least 10 days prior to thereto for October advancement or by February 1 for February advancement.

Teacher's Signature _____ Date _____

Director's Signature _____ Date _____

cc: Payroll
Personnel File