

APPLICATION FOR HORIZONTAL SALARY SCHEDULE MOVEMENT

	APPLICATION DUE	DOCUMENTS DUE	PAYROLL EFFECTIVE
1st Semester Move	June 1	September 1	September 20
2nd Semester Move	December 1	February 1	March 20

Name _____ Current Placement _____
(Column/Step)

Highest University Degree _____

Requested Salary movement to _____
(Column/Step)

Using (fill out number of hours and points):

_____ Professional Development Points

_____ College Hours (fill in information below)

UNIVERSITY	YEAR	SEMESTER	COURSE TITLE	No. of Hours

_____ (Signature) _____ (Date)

Application must be submitted to Board of Education Clerk

Application received _____
 Transcript received _____
 Application approved _____
 New Placement _____