

Date Approved: _____ Date of Last Salary Change: _____
 Pay Date Effective: _____ Salary Change Approved: _____

(DO NOT WRITE ABOVE THIS LINE)

REQUEST FOR SALARY CHANGE

(Please complete all sections of this form.)

Name: _____ Date: _____
 Building & Phone X _____ Grade / Subject: _____
 _____ Current Column/Step: _____

____ I understand that additional pay for earning 9 credits is a once in a lifetime benefit and I have not received additional pay for earning 9 credits before.

____ I understand that additional pay for earning a valued certification is a once in a lifetime benefit and I have not received additional pay for earning a valued certification before.

Employee Signature: _____ Year Started in District _____

GRADUATE COURSES - (Begin with most recent)

College or University	Semester & Year Taken <i>(Please use the date on the Transcript)</i>	Course Number	Course Title	Number of Semester Hours/Credits	Grade
TOTAL					

Bachelors Degree Awarded: _____ Date _____ Masters Degree Awarded: _____ Date _____

(Be sure to include transcripts, signed approval forms (if required) and/or new license/certification)

INSTRUCTIONS

1. Complete all sections.
2. Attach copies of relevant transcripts to request form. (Please note grade reports are not acceptable.)
3. Attach copies of **signed** pre-approval forms for valued certification or Master's programs. **Pre-approval forms are not required for SDW courses. (See course credits below.)**

SPECIAL NOTES

Salary Scale Vertical (Step) Movement for additional paid SDW credits or Valued Certification:

Additional step movement may be granted within the assigned lane for earning a valued certification and/or 9 paid SDW professional development credits. **This is a “one-time” only option:** one time for 9 paid SDW credits and one time for earning a valued license. Exception: It is possible that a teacher may move to the “Extra” step in a lane for earning the additional 9 credits or valued certification. Teachers that began working towards a second set of 9 credits or certification from the previous rule (prior to August 2015, \$1200 for 9 credits/certification), may be allowed to complete this process and the additional amount will be honored in the form of an additional step if a step is available in their assigned column.

SDW courses are automatically approved. Valued certifications must receive prior approval.

Special consideration for teachers within their first five years on lane 1B: The teacher may audit the SDW courses and receive lane advancement to 2B if courses are completed within their first five years of employment in SDW. Teachers need not pay for these credits but must provide proof of successfully completing the coursework by showing the course name, date taken, and teacher signature of completion.

Special consideration for teachers within their first five years on lane 1M: The teacher that completes their 9 new teacher credits within their first five years of employment may advance to lane 2M. Teachers must pay for these credits and provide a transcript showing completion of the credits.

Salary Scale Horizontal (Lane) Movement – Masters Degree: Teachers that earn a Masters Degree from a previously approved program will be placed at the appropriate cell in the first Master's lane of the salary scale.

Master's Degrees: Those taking credits towards a master's degree must have the master's degree program approved in advance. The program description must include the name and focus (e.g. Curriculum & Instruction; focus on Reading) along with a list of the coursework required. Individual courses from a pre-approved masters program need not be pre-approved. In other words, if the master's program is approved, the individual coursework is also approved. In order to receive approval of the master's program, please provide a letter from your advisor stating that you have been accepted into the Master's program and include the list of courses needed to earn the degree.