

**REQUEST FOR CHANGE OF SALARY CLASSIFICATION**

Teacher \_\_\_\_\_ Building \_\_\_\_\_

I, herein, request change of salary classification from Category \_\_\_\_\_ Step \_\_\_\_\_ to Category \_\_\_\_\_ Step \_\_\_\_\_. The basis of this request is the completion of \_\_\_\_\_ additional credits listed below. Copies of transcripts for such earned credits are attached.

	<u>Course Title</u>	<u>Credits</u>	<u>Institution</u>	<u>Date Completed</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

\_\_\_\_\_  
(Signature of Teacher)

For Office Use:

New Category and Step \_\_\_\_\_  
New Salary \_\_\_\_\_  
Effective Date \_\_\_\_\_

Approved \_\_\_\_\_  
(Superintendent)

(PLEASE FILE IN DUPLICATE)