

**GRESHAM-BARLOW SCHOOL DISTRICT LICENSED
REQUEST FOR SALARY COLUMN CHANGE**

Name: _____

Date: _____

School: _____

It is the member's obligation to request column advancement from the Human Resources office when he/she believes sufficient credit hours have been earned to qualify for it. The member is responsible for providing a current transcript or grade slips documenting the earned credit hours.

For purposes of movement on the salary schedule, previously approved graduate level college credit hours earned by the end of summer term shall apply effective the beginning of the next school year, with proof of successful course completion to be received by September 10. Previously approved credit hours earned between September 1 and January 1 of a school year shall be effective on January 1 of that school year, with proof of successful course completion to be received by January 10.

This form should be completed and submitted to Human Resources by August 1 /December 1 to allow time to process and calculate salary information prior to payroll entry deadlines. Transcripts/grade slips can follow upon completion of courses.

PRESENT SALARY COLUMN BA BA+45 BA+75 MA

This is to provide notification that I have completed or will be completing sufficient graduate level credit hours to enable me to advance to the following column on the salary schedule:

BA+45 BA+75 BA+105 MA MA+23

Credit hours were/will be completed:

Term: _____ College/University: _____

Employee Signature: _____

FOR HUMAN RESOURCES OFFICE USE

Date Request Received: _____

Completion of Coursework Verified By:

Date:

Effective Date of Column Change:

September 20 _____

January 20 _____