

**REQUEST FOR HORIZONTAL
SALARY SCHEDULE MOVEMENT**Name : Position : Building(s) : Date :

Current Salary Level (check appropriate level) :

BS : ☐ BS + 15 : ☐ MS : ☐ MS + 15 : ☐ MS + 30 : ☐ MS + 45 : ☐

Points/Hours Utilizing for Salary Movement : (1 College Credit Hour = 20 PDC Points)

NAME OF UNIVERSITY	COURSE TITLE	CREDIT HRS

Converted Hrs To PDC Points : PDC Points Requesting To Use : Total PDC Points : Are official college transcripts on file with HR to verify the above hrs? Yes : ☐ No : ☐

*Please remember, if the above application in-service points and graduate college hours are not presently on file, you are responsible for them being submitted to the Human Resources Office by the close of business day on **September 1, 2024**. Extenuating circumstances must be approved by the Superintendent or his/her designee.*

I plan to move on the district salary schedule to level : (check appropriate level)BS + 15 : ☐ MS : ☐ MS + 15 : ☐ MS + 30 : ☐ MS + 45 : ☐ EdSpec/Doc : ☐

*Please forward this form, a transcript or letter verifying completion of said hours, in-service points, and/or degree to Leslie Carter at the Administrative Office by **September 1, 2024**.
Official transcripts are only needed when moving to Master's.*

Employee Signature : HRO ACTION : Approved : ☐ Disapproved : ☐ Date : FINAL ACTION: Approved : ☐ Disapproved : ☐ Date : Reason if disapproved :