

# Change in Salary Scale

This form is to be used when requesting a change on the salary scale. Changes can only be made twice a year, September 1<sup>st</sup> and March 1<sup>st</sup>. Please attached copies of your grades if not on file.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Salary Scale \_\_\_\_\_  
e.g. M+15 Step 1

I request placement on the \_\_\_\_\_ scale on the basis of the following courses that have been completed and credit granted.

Year	Course	School	Credit

**REMINDER: Due dates are September 1<sup>st</sup> and March 1<sup>st</sup>.**

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_

If denied, reason \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_