

NOTIFICATION OF SALARY SCHEDULE A ADVANCEMENT

Name _____ Date _____

Current Salary Level: Degree _____ Step _____

Desired Change: Degree _____ Step _____

_____ First Semester Change – Submitted prior to September 30

_____ Second Semester Change – Submitted between October 1 and March 1
One-half (1/2) of pay increase

“Acceptable proof” attached:

_____ Formal transcript

_____ Letter from college/university

_____ Notice of grades from college/university

Teacher Signature

Date

Superintendent Signature

Date

Office Use Only

Current Salary _____

Adjusted Salary _____

Effective Payroll Date _____