



Salary Level Change / Educational Stipend Form

Provisions governing salary level changes are found in the Davis Educators' Agreement, and educational stipends are governed by the same provisions. Approved forms with supporting documentation are retained in your district personnel file.

To apply for a salary level change you MUST:

- Complete all sections of the form.
- Submit original documents (photocopies, internet printouts, and electronic documents are not acceptable).
- Submit a complete USBE professional development record for USBE credit.

Eligible credits include:

- USBE *credits*.
- Accredited university or college credits.

Coursework ineligible for salary level change consideration:

- USBE *hours* and relicensure *hours*.
- Undergraduate credit not directly related to your current teaching assignment.
- Courses taken prior to award of your initial educator license.

Date: _____ Name: _____ E-mail: _____

DSD Employee ID#: _____ CACTUS ID#: _____ Phone Number: _____

School/Dept: _____ Position: _____

Subject(s): _____

Degree(s) Conferred - Date of Bachelor's: _____ University: _____

Date of Master's: _____ University: _____

Date of first educator's license (issued in any state/country): _____

Education license received through: University Program USBE approved ARL Program

Requesting for Salary Level Change: (Applies for educators on [Salary Table 1](#))

- | | | | | |
|---|---|--|---|--|
| <input type="checkbox"/> BS+20 sem or 30 qtr credits* | <input type="checkbox"/> BS+40 sem or 60 qtr credits* | <input type="checkbox"/> BS+50 sem or 75 qtr credits* or Master's Degree | <input type="checkbox"/> MS+30 sem or 45 qtr credits* | <input type="checkbox"/> Doctorate, PhD or EdD |
|---|---|--|---|--|

Related Servers: (SLP, Psychologist & Audiologists) Specialist certification requiring a master's degree of at least 53 semester credits (80 qtr credits*). Submit form with an original transcript of your certification for one additional level consideration.

Requesting for Educational Stipend: (Applies for district administrators and specialists **not** on Salary Table 1)

- | | | | | | | |
|---|---|--|---|---|---|---|
| <input type="checkbox"/> BS+20 sem or 30 qtr credits* | <input type="checkbox"/> BS+40 sem or 60 qtr credits* | <input type="checkbox"/> Master's Degree | <input type="checkbox"/> MS+20 sem or 30 qtr credits* | <input type="checkbox"/> MS+40 sem or 60 qtr credits* | <input type="checkbox"/> MS+60 sem or 90 qtr credits* | <input type="checkbox"/> Doctorate PhD or EdD |
|---|---|--|---|---|---|---|

* One semester credit is equivalent to 1½ quarter credits. Quarter credits will be converted to semester credits when processed.

Salary Level Change Form

Attach original transcripts and/or USBE transcript(s) and they will be evaluated for all eligible credit.

Institution	Credit Issued	Credit Type*

Optional – If you are currently in a master’s program and only want to use enough credits to attain a BS+40 salary level at this time, please list individual credits below.

Course #	Course Title	Institution	Completion Date	Credit Issued	Credit Type*

*Credit Types: "G" = Graduate, "U" = Undergraduate, "I" = Inservice

For HR Office Use Only				
Last Change:		Credits counted this level change:		
Change Approved		Inservice	(USBE)	
Date Approved		University		
		University		
		University		
		University		
		Credits counted:		