



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 and internet printouts are not acceptable). Electronic documents are only accepted when coming directly from the Clearinghouse.
- **Master's transcripts must always be the paper originals.**
- 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 Program

Salary Level Change Form

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Related Servers: (SLP, Psychologist & Audiologists)
BS+20 sem or 30 qtr credits*	BS+40 sem or 60 qtr credits*	BS+50 sem or 30 qtr credits* or Master's Degree	MS+30 sem or 45 qtr credits*	Doctorate, PhD or EdD	<input type="checkbox"/> Master's degree of 53 credits or more = 1 salary level
					<input type="checkbox"/> Education Specialist (EdS) degree = 2 salary levels*
					*Related Servers will only be given a total of two salary levels in accordance with 3.2.8[c] of the educator's agreement.

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

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

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

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:	