

**PEQUANNOCK TOWNSHIP PUBLIC SCHOOLS**  
 Pompton Plains, New Jersey

**REQUEST FOR MOVEMENT ON SALARY GUIDE**

Date \_\_\_\_\_

\_\_\_\_\_  
 Name of Employee

\_\_\_\_\_  
 School or Location

\_\_\_\_\_  
 Assignment: Grade, Subject, Special Area, etc.

Present Salary Guide and Step \_\_\_\_\_

Graduate Program \_\_\_\_\_

Courses completed and applied to this movement:

Course	College/University	Credits	Semester / Year

Official transcripts showing the courses to be considered must be mailed to the Superintendent's Office.

**\*PLEASE ATTACH A COPY OF YOUR COURSE APPROVAL FORM WHEN SUBMITTING THIS FORM.\***

Requesting movement to: \_\_\_\_\_ Salary Guide, Step \_\_\_\_\_

Effective:        September 1            or        February 1   

**NOTE: All documents must be received in the Superintendent's office by September 1 to be effective on September 1, or by February 1 to be effective on February 1. The courses listed above will be checked against your original Request for Graduate Course Approvals. Your request will be reviewed by the Superintendent of Schools and then submitted to the Pequannock Township Board of Education for approval only after all necessary data have been submitted for approval.**

Approved \_\_\_\_\_

Date \_\_\_\_\_