



APPLICATION FOR SALARY IMPROVEMENT

Send to Human Resources Department
 ATTN: Licensure Specialist
 1340 Braddock Place, 5th Floor
 Alexandria, VA 22314

Applicant Name: _____ Employee ID# _____

School Location: _____

Check One
 Master's Degree
 Master's +30

Official transcripts supporting the degree or earned credits must accompany this application.

To process the Master's salary, the Human Resources Department requires an official degree conferral transcript verifying the degree and its award date.

To process the Master's +30, list below the graduate credits and attach the official transcript(s). Graduate credits must be subsequent to the completion of the Master's Degree.

College/University	Course code	Course title	Semester Hours	Date of Completion

Salary Improvement Schedule

- If your degree or graduate hours were completed between September and January, your new salary will be effective February 1. Application deadline: No later than February 28.
- If your degree or graduate hours were completed between February and August, your new salary will be effective September 1. Application deadline: No later than September 30.

Your application must be received by the due date; otherwise, your adjustment will be processed for the next effective salary schedule.

I would like to add the Master's Degree to my teaching license. Attached is a personal check or money order for \$25, payable to the *Treasurer of Virginia*.

Signature: _____ Date of application: _____

Do not write below this line – For Human Resources Only, Licensure Specialist

Official transcript(s) attached Verified by: _____
 Official transcript(s) on file Date: _____

Do not write below this line – For Compensation Only, Beth Cooke

Effective date: _____ Signature: _____ Date: _____ Rev July 2015

