

**WASHINGTON CENTRAL SUPERVISORY UNION
REQUEST FOR HORIZONTAL MOVEMENT
ON THE SALARY SCALE**

In accordance with the teachers' negotiated master agreement, teachers need to notify both their building principal and the Superintendent **by December 1** of anticipated horizontal movement on the salary schedule for the following contract year.

The Superintendent must then receive documentation (final grade reports or transcripts) **by October 1** of the contract year in which movement is requested. Graduate credits authorized by the Superintendent that are relevant to the teacher's assignments will be accepted for movement.

If you believe you will be eligible for horizontal movement, please complete the requested information below and return the completed form to your building principal. Your principal will enter the date he or she received the form and send it to the Superintendent's Office for processing. You should receive notification of receipt of your request from the Superintendent's Office. If you do not receive such notice, please notify your building principal at once.

I, _____ (please print) anticipate being eligible for horizontal movement on the salary schedule as indicated below for the upcoming contract year.

School: _____

Current step/column: _____ Anticipated step/placement: _____

Signature Date

Received by Principal or designee: _____
Initial and Date

For use by Superintendent's office: Received by Superintendent or designee: _____ Initial and Date Notified teacher of timely filing: _____ Initial and Date Documentation received: _____ Initial and Date Request for movement <input type="checkbox"/> granted or <input type="checkbox"/> denied: _____ Superintendent Initial and Date Reason for denial (if denied): _____

SEND COMPLETED FORM TO SUPERINTENDENT'S OFFICE FOR PROCESSING.

After Processing:

Copy to: Staff
 School