Eastwood Local Schools
Request for salary change
Transcript update

To be completed by employee ***DATE Submitted:_____***

Name: _____
School: _____ Department/Grade: _____
Request made on: _____ School Year :_____
Transcripts are:

- ☐ Enclosed in a sealed envelope
- ☐ Requested and on their way
- ☐ Going to be requested (inform Board office when they are on the way)

Current information (This is the education level, years exp and salary that you are currently being paid not what you will be moving up to)

Circle one

Education level: **BA** **BA+15** **BA+30**

MA **MA+15** **MA+30** **MA+45**

Step/Years Experience _____ Salary: _____

****Please note*****
If done in the middle of the year, the salary will be different due to being adjusted throughout the year. The salary below is what was paid for remainder of the contract through the year the teacher changed their salary schedule.

To be completed Board office

New Information
Payroll Date new salary to take effect. _____/_____/_____

Education level: **BA** **BA+15** **BA+30**

MA **MA+15** **MA+30** **MA+45**

Step/ Years Experience _____ **Salary**: $_____ ***

(Next year's Salary according to the salary schedule): $_____

- ☐ Original Transcripts received by Superintendents secretary Date : _____
- ☐ Copy to payroll Date: _____

Original in personnel file **copy transcript and form to payroll * copy to employee

Date Revised: January 26, 2024