

# Request for Advancement on Pay Scale

I have completed the graduate hour courses that will advance me on the pay scale.

OFFICIAL, original transcripts indicating such are:

- Enclosed
- On file at Central Office
- Being sent to CO from education institution
- Other \_\_\_\_\_

I am presently on:

<input type="checkbox"/> BA	<input type="checkbox"/> MA
<input type="checkbox"/> BA+9	<input type="checkbox"/> MA+9
<input type="checkbox"/> BA+18	<input type="checkbox"/> MA+18
<input type="checkbox"/> BA+30	<input type="checkbox"/> MA+30

The transcripts will advance me to:

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> BA+9  | <input type="checkbox"/> MA    |
| <input type="checkbox"/> BA+18 | <input type="checkbox"/> MA+9  |
| <input type="checkbox"/> BA+30 | <input type="checkbox"/> MA+18 |
|                                | <input type="checkbox"/> MA+30 |
|                                | <input type="checkbox"/> MA+45 |

I understand that all transcripts are required to be at Central Office by September 15<sup>th</sup> in order to take effect for that year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Please call Martha (ext. 3302) at Central Office in August to confirm advancement.**