



REQUEST FOR SALARY ADJUSTMENT

NAME:	SUBJECT/ASSIGNMENT:
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Mackay Maugham Smith Stillman Middle School High School Central Office

I certify that the required request forms to take the following graduate courses were approved in advance by the Superintendent (or designee). Official transcripts for graduate courses were received by Human Resources within specified timelines.

<u>Fall Deadline: October 1st</u>			<u>Spring Deadline: February 1st</u>		
COURSE NUMBER	COURSE TITLE	COLLEGE/ UNIVERSITY	COMPLETION DATE	DATE SUPT APPROVED	CREDIT(S) REC'D
TOTAL CREDITS					

Please note: For salary guide advancement a teacher may apply a maximum of twenty-four (24) credits in a salary calendar year subject to approval by the Superintendent with the criteria set forth in Parties' Agreement. Credits shall not be banked for salary guide movement which means that a teacher cannot move horizontally on the guide more than one educational advancement column in any school year.

I hereby request movement on the salary guide in accordance with Article IV of the TEA Agreement:

FROM (PRESENT COLUMN/LINE OF THE SALARY GUIDE)	TO (REQUESTED COLUMN/LINE OF THE SALARY GUIDE)
APPLICANT SIGNATURE:	DATE:

FOR HUMAN RESOURCES OFFICE USE ONLY

Date HR Received	Salary Line
Present Salary	Amount of Adjustment
Adjusted Salary	HR Verification Date

SUPERINTENDENT SIGNATURE:	DATE: