

Level: From: \_\_\_\_\_ to \_\_\_\_\_  
 Salary: From: \$\_\_\_\_\_ to \$\_\_\_\_\_

## CHANGE IN SALARY LEVEL REQUEST FORM PROFESSIONAL EMPLOYEES

I have completed the following graduate courses and request a change in level of preparation from \_\_\_\_\_ to \_\_\_\_\_.

Additional courses completed to qualify for this change are listed below.

<u>College/University</u>	<u>Course #</u>	<u>Course Name</u>	<u>Date Completed</u>	<u># of Credits</u>

Attached are **UNOPENED, OFFICIAL SEALED TRANSCRIPTS**, diplomas or other official records to verify this work.

Name: \_\_\_\_\_

Date \_\_\_\_\_ School \_\_\_\_\_

Change of level increases will become a permanent part of the Professional Employee's salary. Professional Employees may change salary level no more than once in a District fiscal year. A change in salary level will be effectuated upon submission of a change of level request and supporting documents.

Once the District confirms receipt of all required documents the District will have a thirty (30) day period to process the change. The change will be submitted to the Board for approval at its next official meeting following the expiration of the thirty (30) day processing period. The updated salary will become effective the day immediately following the Board meeting at which it is approved. This form must be accompanied by **UNOPENED, OFFICIAL SEALED TRANSCRIPTS!**

Official transcripts and/or other forms submitted elsewhere to obtain tuition reimbursement, etc., are not automatically registered with the Personnel Office. It is your responsibility to see that all of the above requirements are met.