

Austintown Local Schools
Request for Change of Salary Category

As per the current Negotiated Agreement; Article IX, 9.0421

- Request for Change of Salary Category Notice must be filed in the Superintendent's office by **June 1**.
- Official supporting transcripts must be on file in the superintendent's office no later than **Sept. 15** of the same calendar year. ***Photo copies will not be accepted.*** Failure to do so will result in advancement being delayed until the following year.
- When advancing to Masters, transcripts must state that the Masters Degree has been awarded.

Name _____ **Building** _____ **Date:** _____

CURRENT salary category (circle one): Bachelor Bachelor +15 Masters Masters +15 Masters +30

ADVANCING TO NEW salary category (circle one): Bachelor+15 Masters Masters + 15 Masters +30 PH.D

QUALIFYING PROFESSIONAL STUDY

List the *GRADUATE* level courses you have taken. Complete all fields in the table. These courses should match your "Prior-Approval LPDC Request for Masters Degree and Beyond/Column Movement" form(s) related to this request (If prior-approval was not had, this request may not be granted). Your official transcripts must reflect these are GRADUATE level courses.

Institution	Term/Year	Sem. Hrs	Qtr. Hrs	Course Title	Course Number

Employee Signature: _____ **Date:** _____

By signing, you certify these courses meet the minimum requirements of the AEA Collective Bargaining Agreement currently in place for Lateral Movement.

For Office Use Only

To be completed by Superintendent-Personnel Office:

Date Request Received: _____ LPDC Approval Received: **Yes / No** Date Transcripts Received: _____

Column Movement: From _____ to _____ Date Masters Degree awarded _____

Approved by Central Office: _____ Date _____ Board Approval Date _____

To be completed by Treasurer's Office:

Years Experience _____ New Step _____ New Base \$ _____ Date processed by Treas. Office _____

Treasurer's Signature _____ Date: _____