

Application for Horizontal Movement 2026 – 2027 School Year

1. Application for horizontal movement on the salary schedule must be received by the Human Resources office by **April 15, 2026**, in order to be effective for the **2026– 2027** school year.
2. Horizontal movement shall be verified by official transcripts on or before **October 1st** of the school year in which the salary increase is to be effective (**2026 – 2027**).
3. Official transcripts must be provided to the PVSD Human Resources Department upon successful completion of the course(s).
4. As unit members are now receiving a paycheck in August, units not verified on or before **August 1st** will not allow for movement and pay increases to be seen on your first paycheck. As long as transcripts are received by the October 1st deadline, updates can be made to step and column placement and pay will adjust over the next few paychecks.

Horizontal Movement includes movement from column to column for graduate credit courses.

Name:	Assignment:
Date:	Site:

2025– 2026 Step & Column

Step	Column

Anticipated 2026 – 2027 Step & Column

Step	Column

Number of qualified semester units to be completed prior to the **1st day of the 2026 - 2027** school year:

Course Number	Course Title	University	Semester Hours	Date of Completion	Grade

*The actual course that was originally applied for must be the course completed.

I have read this form and understand the guidelines for horizontal movement (also outlined in Article 20.18).

Signature Date

Office Use Only		
Official Transcripts		
University	Completed Units	Date Received
Horizontal Promotion		
Step	Column	Pay Warrant Month

