LICKING VALLEY LOCAL SCHOOL DISTRICT

New Hire Salary Schedule Column Placement Verification Form

For initial placement in the Bachelors, Bachelors + 150, Masters, or Masters + 30 column

Purpose: This form documents the employee's education information and the District's review of the appropriate salary schedule column at the time of hire. Column placement is subject to official transcripts, applicable negotiated agreement language, Board-approved salary schedules, and final District approval. This form verifies column placement only; step/experience placement and contract approval are determined separately.

SECTION 1: NEW HIRE INFORMATION

Employee Name: _____ **Recommended Hire Date:** _____

Position/Assignment: _____ **Building/Department:** _____

Contract Year: _____ **License/Certificate Area:** _____

SECTION 2: COLUMN REQUESTED BY NEW HIRE

Requested salary schedule column based on education records:

☐ Bachelors ☐ Bachelors+150 ☐ Masters ☐ Masters+30

Brief notes: _____

_____

SECTION 3: EDUCATION AND TRANSCRIPT INFORMATION

Highest Degree Earned: _____ **Degree Conferral Date:** _____

Institution Granting Degree: _____ **Total Semester Hours:** _____

Master's Institution: _____ **Graduate Hours Beyond Master's:** _____

Column Placement Reference:

Salary Column	General Documentation / Requirement
Bachelors	Bachelor's degree from an accredited institution, verified by official transcript.
Bachelors + 150	A conferred bachelor's degree plus official transcript documentation showing at least 150 total semester credit hours from an accredited college or university.
Masters	Master's degree from an accredited institution, verified by official transcript showing degree conferred.
Masters + 30	Master's degree plus 30 additional graduate-level semester credit hours beyond the master's degree, verified by official transcript(s).

SECTION 4 : DOCUMENTATION SUBMITTED BY NEW HIRE

Check all documentation submitted:

☐ Official transcript showing bachelor's degree

☐ Official transcript showing master's degree

☐ Official transcript(s) showing total semester hours

☐ Official transcript(s) showing graduate hours beyond master's

☐ Documentation has been requested but not yet received

☐ Other: _____

SECTION 5: EMPLOYEE CERTIFICATION

I certify that the education, degree, and credit hour information I have provided is accurate. I understand that official transcript(s) and any other required documentation must be submitted before final salary schedule column placement is confirmed. I further understand that incorrect, incomplete, or unsupported information may result in correction of my salary schedule placement and compensation as permitted by law, Board policy, administrative procedures, and any applicable collective bargaining agreement.

Employee Acknowledgment Signature: _____ Date: _____

SECTION 6: DISTRICT REVIEW

District verification completed:

☐ Official transcript(s) received

☐ Degree conferral verified

☐ Total semester hours verified for Bachelors+150

☐ Graduate hours beyond master's verified for Masters + 30

☐ Licensure/certification reviewed, if applicable

☐ Temporary placement required pending documentation

Verified / recommended salary schedule column:

☐ Bachelors ☐ Bachelors + 150 ☐ Masters ☐ Masters + 30

Final Approved Column: _____ **Effective Date:** _____

District review notes: _____

_____

SECTION 7: APPROVALS

Building Principal/Supervisor Approval	Signature:	_____	Date:	_____
Superintendent Approval	Signature:	_____	Date:	_____
Treasurer Office Approval	Signature:	_____	Date:	_____