

Request for Upgrade of Position: Pay Scale

Date of Request: _____

Name: _____

Current Placement on Pay Scale: [mark one]

BA BA+8 BA+16 MA MA+8 MA+16

Request for Placement: [mark one]

BA BA+8 BA+16 MA MA+8 MA+16

Verification attached: Official transcript

Signature

A Reminder: In order to move on the pay scale, all necessary documentation and completed form must be in the office by September 10.

If there is some reason why you cannot comply, approval from the Superintendent is needed.