

MIAMI EAST LOCAL SCHOOL DISTRICT
APPLICATION FOR MOVEMENT ON THE SALARY SCHEDULE

I am requesting movement on the salary schedule for the following salary grade change (select one):

- _____ MA + 0
- _____ MA +15
- _____ MA +30
- _____ MA +45

Documentation is **attached** and reflects completion of approved coursework. Documentation needs to be in the form of official university transcripts. Course credits need to be calculated in semester credit hour units. (Credits given in quarter hour credits need to be divided by 1.5 to determine their semester equivalency.)

Documentation for MA +0 is official university transcript from the institution conferring the degree or a copy of the diploma.

Coursework beyond MA+0 must have been completed after receiving Superintendent's approval.

College/Institution	Course Name and Number	Date Completed	Semester Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total	_____

Certificated Staff Member	Date Requested	Signature
_____	_____	_____

Superintendent's Signature	Date Approved
_____	_____

When completing training to qualify for a salary upgrade, the request and official transcript(s) must be turned into the superintendent's office no later than September 30 and/or January 30. Payment will be retroactive to the beginning of the qualifying semester. (8.02 B4 of Master Contract Agreement)

cc: Personnel File
 Treasurer
 Effective 7/2019