

GATEWAY SCHOOL DISTRICT

APPLICATION FOR SALARY PROGRAM ADJUSTMENT

_____ SCHOOL YEAR

NAME _____ BUILDING _____ DATE _____

PRE-APPROVAL SECTION

APPLICATION FOR PRE-APPROVAL MUST BE MADE BY JUNE 1ST OF EACH YEAR

Present Classification: B B12 B24 M M10 M20 M30 M40 M50 M60
Request Classification Change to: B12 B24 M M10 M20 M30 M40 M50 M60 PhD

Expected date of completion: _____

Basis of request: College Credit _____ In-Service _____ Travel _____
 Masters _____ PhD _____ Other (specify) _____

Number of credits currently banked beyond present classification: _____

- _____ College Credit – Attach catalog course description for each course. (Include institution name.)
- _____ In-Service Credit – Attach program description, name of sponsoring institution, number of credits assigned and time, in hours, scheduled.
- _____ Travel – Attach details of expected travel (refer to attached guidelines).
- _____ Degree – Attach statement of degree and major area in which the degree will be awarded.

Pre-Approval: _____ (Name) _____ (Date)

Pre-Approval Denied: _____ (Name) _____ (Date)

FINAL APPROVAL SECTION

TRANSCRIPTS AND CERTIFICATES OF COMPLETION MUST BE SUBMITTED BY THE END OF THE SECOND WEEK OF AUGUST FOR SALARY ADJUSTMENT IN THE FIRST PAY OF SEPTEMBER, BUT NOT LATER THAN OCTOBER 1ST. WRITTEN TRAVEL REPORTS MUST BE SUBMITTED TO THE COMMITTEE BETWEEN SEPTEMBER 1ST AND OCTOBER 1ST.

Required Documentation Included

_____ College Credit: (transcripts)	Yes _____	No _____
_____ In-Service Credit: (certification)	Yes _____	No _____
_____ Travel: (final written report)	Yes _____	No _____
_____ Degree: copy of diploma included or signed completion letter from University	Yes _____	No _____
_____ Other: all tuition payments are confirmed by University receipts and/or documentation	Yes _____	No _____

Final Approval: Yes _____ No _____ Final approval denied pending _____

CLASSIFICATION CHANGE FROM _____ TO _____

_____ Date _____
Andrea Jessell, Director of Human Resources