

REQUEST FOR SALARY COLUMN CHANGE

Name: _____ Date: _____

School or Location: _____ Effective: (circle one) September January

Deadline for both Sept & Jan requests: September 15th
 If you anticipate 2 column changes, please submit 2 separate request forms.

I would like to request:

BA + 15	MA	MA + 15	MA + 30	MA + 45	MA + 60	CAGS stipend
TSP 2	TSP 3	TSP 4	TSP 5	TSP 6	TSP 7	ADM stipend

Please indicate the courses you wish to have considered below. If MA is circled above, please list the school and sign. You do not need to list each course. MA requires a final transcript stating the degree earned and the date it was awarded.

Course Title & School	Term	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature: _____ **Total number of credits:** _____

***For September changes, official transcripts must be submitted by September 30th.**

Transcripts not received by September 30th, but prior to February 1st, will receive the column change in January.

***For January changes, official transcripts must be submitted by February 1st.**

***Requests are for the current school year. Those not followed up with official transcripts by February 1st will be discarded.**

***Grade reports, course enrollment info, unofficial transcripts, email attachments, and photocopies will not be accepted.**

***Electronic transcripts will be accepted if emailed directly to HR via a secure website. Please request the college or university send these to acardarelli@plymouth.k12.ma.us**

***Check your course work record in Aspen from the "staff view": Click on the "my info" tab on the top left, followed by the "course work" tab on the left. Please review your tab regularly to see what transcripts have and have not been received.**

***Transcripts listed in your aspen course work record may be used for both column changes and course reimbursements.**

For HR use only. Approve: _____ Salary effective: _____

Payroll: _____ Emailed: _____ LASID: _____ Salary Sheet: _____

Assistant Superintendent, Human Resources _____ Date: _____