PLYMOUTH PUBLIC SCHOOLS

TEACHER REQUEST FOR SALARY COLUMN CHANGE

Name: _____ Date:_____

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

Request deadline: September 15th. Requests received after this date will not be accepted.

I would like to request a salary column change to: (circle one)

BA+15	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**
TSP2	**TSP3**	**TSP4**	**TSP5**	**TSP6**	**TSP7**

Please indicate the graduate courses you wish to have considered for a column move on the salary scale.

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

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

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*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 the deadline will be discarded.

*Grade reports, course enrollment information, unofficial transcripts, etc. are not necessary for a column change.

*Copies of official transcripts will not be accepted.

For HR use only.

*Approve:*_____*Salary effective:*_____*Payroll Notified:*_____

_____*Date:* _____

Pamela A. Gould Ed.D., Assistant Superintendent, Human Resources