

DATE : _____

**ALBUQUERQUE PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT
SALARY INCREMENT FORM**

When claiming eligibility for salary increment, please follow the procedures listed below:

You must make an official request on this salary increment form on or before September 15 followed by an official transcript as soon as possible to the Human Resources Department.

Name: _____ Employee #: _____

Location/Loc. #: _____

Request updated transcript(s) not on file. Name the College or University from which we should be expecting a transcript:

COLLEGE OR UNIVERSITY _____

PLEASE CHECK THE INCREMENT YOU ARE APPLYING FOR :	FOR RECORD SPECIALIST USE ONLY
EVALUATION ONLY	BACHELOR'S
TEACHERS/EVAL SPECIALISTS:	MASTER'S
BA+15	Ph.D.
BA+45	
MA	
MA+15	
MA+45	
PH.D.	
EDUCATIONAL ASSISTANTS/CSA'S	
LEVEL 02	
LEVEL 03	
LEVEL 04	TOTAL HOURS
LEVEL 05	
LEVEL 06	ELIGIBLE FOR :

FOR RECORD SPECIALIST USE ONLY : T&E EVALUATION
BACHELOR'S
MASTER'S
PH.D.

Human Resources Department/Employee Records
PO BOX 25704
Albuquerque, New Mexico 87125