



SALARY INCREMENT FORM

When claiming eligibility for salary increment/differential, 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/license endorsement/certification letter as soon as possible to the Human Resources Department.

Employee's Name: _____ **Employee #:** _____

Location Name/#: _____ **Phone #:** _____

___ I have applied for an **ESL/Bilingual** endorsement and will bring the license in as soon as received

___ I have applied for **National Board Certification** and will bring in the notification letter as soon as received

___ I have requested an updated **transcript(s)**. Which college or university should be sending a transcript?

College or University: _____

CHECK THE INCREMENT YOU ARE APPLYING FOR:

___ EVALUATION ONLY

TEACHERS/EVAL SPECIALISTS:

- ___ BA+15
- ___ BA+45
- ___ MA
- ___ MA+15
- ___ MA+45
- ___ PH.D.

EDUCATIONAL ASSISTANTS/CSA'S

- ___ LEVEL 02
- ___ LEVEL 03
- ___ LEVEL 04
- ___ LEVEL 05
- ___ LEVEL 06

FOR RECORD SPECIALIST USE ONLY
BACHELOR'S: MASTER'S: Ph.D.:
TOTAL HOURS:
ELIGIBLE FOR :

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