CHANGE OF SALARY FOR REASONS OF ADDITIONAL TRAINING

PLEASE READ THE FOLLOWING CAREFULLY BEFORE FILLING OUT THE FORM:

Any teacher who meets the requirements for a salary change shall first change columns and then receive the step increment.

Teachers requesting advancement on the salary schedule for reasons of additional training shall submit this form and **official** transcripts of all new coursework related to this request **no later than 12 noon on Thursday, November 1**.

Official transcripts are required before evaluation for change of salary for reasons of additional training. **District credit for BLIS** classes will **only** be accepted on **BLIS District Credit Forms from Bethel's Website**. Classes or workshops taken in addition to BLIS classes (either in-district or out-of-district) must meet District Credit Guidelines.

The Column Advance Committee will review your transcripts only in relation to your specific request. The Committee assumes no responsibility for making recommendations and changes beyond or in addition to the change requested by the individual. Teachers must determine their own status as it relates to salary advancement and this may be accomplished by reviewing your transcripts on file in the Administration Office. If you need assistance in reviewing your materials, an appointment may be made with Human Resources.

Remember, it is **your** responsibility to fill out your request form accurately and completely. The Committee is not allowed to interpret for you or make exceptions for you.

REQUEST FORM

(Complete **entire** form, front and back)

NAME OF APPLICANT _____ **DATE** _____

PRESENT COLUMN ON SALARY SCHEDULE A B C D E F G *(Circle appropriate letter)*

COLUMN REQUESTED A B C D E F G H *(Circle appropriate letter)*

Are your complete and current transcripts on file? **Yes** ☐ **No** ☐ *(Attach additional comments if you so desire.)*

COLUMNS ON SALARY SCHEDULE:

A = Bachelor's
B = Bachelor's + 15 Q hours
C = Bachelor's + 30 Q hours
D = Bachelor's + 45 Q hours
E = Bachelor's + 60 Q hours or Master's
F = Bachelor's + 75 Q hours or Master's + 15 Q hours beyond Master's
G = Bachelor's + 90 Q hours or Master's + 30 Q hours beyond Master's
H = Bachelor's + 105 Q hours or Master's + 45 Q hours beyond Master's

Q = QUARTER *(1 Semester Hour = 1.5 Quarter Hours)*

COMMENTS *(For example: "I am moving from Column A to Column B because I have 16.5 additional quarter hours)* _____

_____

_____

_____

New column requested _____ **Number of hours since last move** _____

(You must fill in all of the blanks above)

(OVER)

DATE BACHELOR'S DEGREE EARNED: _____ *(Please Fill In)*
DATE MASTER'S DEGREE EARNED: _____ *(Please Fill In)*

LIST ALL HOURS EARNED SINCE LAST COLUMN CHANGE IN BETHEL SCHOOL DISTRICT

SCHOOL YEAR	TERM F	W	SP	SU	INSTITUTION	COURSE NAME	COURSE NUMBER	# OF QUARTER OR SEMESTER HOURS	VERIFIED BY TEAM

ACTION TAKEN:_____
(DATE)

Your request for advancement on the salary schedule **(IS / IS NOT)** approved. *(Circle one)*
The reason for disapproval is:_____
_____

TEAM Autumn Gardner_____ Remie Calalang _____ Nathan Voelsch_____
Thomas De Vicq _____ Jill RW _____ Kelly Leguizamon _____
Jennifer DeBlois _____