



# MONTOUR SCHOOL DISTRICT

## Notification of Advancement on the Salary Scale or Notification of an Advanced Degree

Professional employees shall be placed on a salary schedule according to the evidence currently available in the District Administrative office. Movement from one category to another on the schedule shall be on an annual basis. Changes shall be made on the basis of official transcripts. Transcripts or temporary proof of credits are to be submitted to the District Administration office **prior to September.**

|                       |  |
|-----------------------|--|
| <b>EMPLOYEE NAME:</b> |  |
| <b>POSITION/BLDG:</b> |  |

### Check your present classification on the Salary Scale:

|                             |                               |   |   |   |  |
|-----------------------------|-------------------------------|---|---|---|--|
| <input type="checkbox"/> BA | <input type="checkbox"/> B+24 | <input type="checkbox"/> MA or<br>BA+34 | <input type="checkbox"/> M+10 or<br>BA+44 | <input type="checkbox"/> M+20 or<br>BA+54 | <input type="checkbox"/> M+30 or<br>BA +64 |
|-----------------------------|-------------------------------|---|---|---|--|

### This is a request for classification to (please check one):

|                             |                               |   |   |   |   |
|-----------------------------|-------------------------------|---|---|---|---|
| <input type="checkbox"/> BA | <input type="checkbox"/> B+24 | <input type="checkbox"/> MA or<br>BA+34 | <input type="checkbox"/> M+10 or<br>BA+44 | <input type="checkbox"/> M+20 or<br>BA+54 | <input type="checkbox"/> M+30 or<br>BA+64 |
|-----------------------------|-------------------------------|---|---|---|---|

### Education level: Please check appropriate degree:

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> Master's Degree | <input type="checkbox"/> Doctorate Degree |
|--|--|---|

|                            |  |
|----------------------------|--|
| <b>EMPLOYEE SIGNATURE:</b> |  |
| <b>DATE:</b>               |  |

### FOR HR USE ONLY:

|                      |              |
|----------------------|--------------|
| <b>Approved:</b>     | <b>Date:</b> |
| <b>Not Approved:</b> | <b>Date:</b> |
| <b>Reason:</b>       |              |