

INTENTION TO CHANGE COLUMNS FORM
(DUE MARCH 1st – Administration Office)

Employee Name _____ Date _____

It is my intention to qualify for a full year change in column placement on the salary schedule before September 1st please check here _____.

I intend to complete _____ (list number of hours) semester hours of approved credit by that time.

My new salary schedule placement will be Column _____, Step__

I will submit written verification of this work in the form of official transcripts, certificates of completion, or instructor's statements on or before **September 1st** to verify the change in salary placement, and if evidence is other than official transcripts, I will submit official transcripts on or before **October 1st**.

I understand that it is my responsibility to meet the requirements for Salary Schedule change by **September 12**, and that evidence for work presented after this date will apply to the next anniversary date for salary change, which is September of the following year.

I understand that if I do not complete the required work in the summer but I do complete it in the fall, I am eligible for the half year change.

It is my intention to qualify for a half year change in column placement on the salary schedule before February 1st please check here _____.

I intend to complete _____ (list number of hours) semester hours of approved credit by that time.

My new salary schedule placement will be Column _____, Step__

I will submit written verification of this work in the form of official transcripts, certificates of completion, or instructor's statements on or before **February 1st** to verify the change in salary placement, and if evidence is other than official transcripts, I will submit official transcripts on or before **March 1st**.

I understand that it is my responsibility to meet the requirements for Salary Schedule change by **March 12**, and that evidence for work presented after this date will apply to the next anniversary date for salary change, which is September of the following year.

Employee Signature

Date