

Application for Lateral Movement on the Certified Salary Schedule

Complete this form upon completion of coursework utilized for lateral movement on the certified salary schedule. Please keep in mind that pre-approval is required for any coursework beyond a Master’s Degree in the year prior to seeking lateral movement. Pre-approval is recommended for any coursework beyond a Bachelor’s Degree also in the year prior to seeking lateral movement.

Directions:

- Complete the chart below listing the college courses, course numbers, hours earned, awarding institution, and completion date.
- Attach official transcripts to support the information provided in the chart below.
- **This form including official transcripts should be turned into the Assistant Superintendent of Personnel and Support Services prior to September 1. Late arrivals may not be processed until the next fiscal year (July 1).**

Name of Course	Course Number	Hours Earned	Institution Awarding Credit	Course Completion Date
Total Hours				

***Attach an additional page of this form if more space is needed.**

I am requesting lateral movement to the following salary column (check one):

- BS/BA + 8
 BS/BA + 16
 MS/MA
 MS/MA + 8
 MS/MA + 16
 MS/MA + 30
 ED SPEC

Upon approval, you will receive notification via District email.

Employee Signature:

Date:

Central Office Approval:

Date: