

**Alliance Public Schools
Salary Schedule Adjustment Form**

I request advancement on the salary schedule having completed the required graduate hours in accordance with the master agreement of the Alliance Public Schools. I understand that I must provide transcripts of these hours to the office of the Superintendent of Schools. Salary adjustments shall be made according to the following procedures:

By July 1 preceding the contract year, a professional staff member will provide the superintendent a written statement of their intention to move professionally (horizontally). Failure to meet this deadline will result in the salary adjustment being delayed for another contract year.

When signed Salary Schedule Adjustment Forms and official transcripts are received in the Superintendent's office by the first Friday in September, the appropriate salary adjustments will be affective with the September payroll.

When signed Salary Schedule Adjustment Forms and official transcripts are received in the Superintendent's office by the first Friday in October, the appropriate salary adjustment will be effective with the October payroll.

If signed Salary Schedule Adjustment Forms and official transcripts are received after the first Friday in October, the appropriate salary adjustments will not be effective until the next contract year.

I have earned the following hours since my last hourly advancement: (check one)

_____ 9 graduate hours – 3 hours in my teaching field

_____ 18 graduate hours – 6 hours in my teaching field

_____ 27 graduate hours – 9 hours in my teaching field

This will put me on the following step on the salary schedule: _____

Signature

Date

Please list the names of the colleges we should expect to receive transcripts from and number of hours:

College/University:

Graduate Hours
