



Community Unit School District #303
St. Charles, Illinois

Request for Salary Schedule Change

Please complete and submit to the Human Resources Office.

Name _____ Date _____

School _____ Assignment _____

Check one in each column.

Present Status:

- BA
- BA + 8
- BA + 16
- BA + 24
- MA
- MA + 8
- MA + 16
- MA + 24
- MA + 32
- MA + 45
- MA + 60

Request Change to:

- BA + 8
- BA + 16
- BA + 24
- MA
- MA + 8
- MA + 16
- MA + 24
- MA + 32
- MA + 45
- MA + 60
- ED.D / PH.D

A Salary Schedule Change must meet the following contractual conditions:

1. Applications for academic credit must be submitted within sixty (60) days of completion of the course.
2. Official transcripts reflecting additional academic credits are due by November 15 and March 15. Salary adjustments will be reflected on the December and April checks, and credit shall be retroactive to the start of the semester in which the evidence of academic credits is first presented.
3. All completed paperwork for Professional Growth must be in the Human Resources Office **on or before November 15 and March 15.**

To be filled in by Human Resources Office

Date Approved _____ Approved by _____