



Official transcripts to reflect the college/university credit advancing the teacher/staff member on the salary schedule this school year must be received to the District Office no later than **December 1**. Transcripts received December 2 or later will be considered for adjustment in the subsequent school year.

Name: _____ Date: _____

My present contract is based on a Step _____ Degree _____ plus _____ Credits.

I am requesting to add _____ additional credits and/or adding the _____ degree of _____.

OFFICIAL transcripts included:

_____	_____ / _____	to	_____ / _____	_____
Institution	Sem/Year		Sem/Year	#of HRS
_____	_____ / _____	to	_____ / _____	_____
Institution	Sem/Year		Sem/Year	#of HRS
_____	_____ / _____	to	_____ / _____	_____
Institution	Sem/Year		Sem/Year	#of HRS

Please provide all OFFICIAL transcripts. Copies of transcripts will not be accepted. Provide a list of each course for review, listing name of course, and number of credits. Credits for movement are based on semester hours. Credits for movement from B+36 to B+54 and from B+54 to B+72 must be graduate-level courses that relate to the teacher's present teaching assignment or additional endorsements under Alaska Teacher Certificate. **Please refer to the current Negotiated Agreement**

(This space for district office use)

Official Transcripts received/Date: _____ **By:** _____ **(Initials)**

Reviewed

Approved **Not Approved/Reason:** _____

New Salary Placement _____

New Salary _____

Superintendent

Date