

**Pickaway County Educational Service Center
APPLICATION FOR CERTIFIED SALARY CHANGE with Transcript Attached**

Name (Please Print)

An Application for Salary Change may be submitted once a year. Submit completed form and transcript verification to the Superintendent no **later than September 15th of the current school year.**

Instructions:

- Please request all official transcripts be mailed to your home address. Do not send directly to District office. **Courses and degree must be in the field of education.**
- Open official transcript and verify your course/grade completion and/or advance degree verification is correctly posted on the transcript.
- Make a copy of your official transcript and attach the copy of the transcript to this form.
- Retain the official transcript(s) for your personal records. Recommend filing an Official Original with Supt.
- Highlight the coursework on the transcript copy that you are submitting for salary advancement.
- If you are submitting verification of an advance degree, please highlight the conferral date, or attach a copy of the advanced degree (diploma) to this form.

Note: Salary changes are processed retroactively to the start of the current school/work year. Applications received after September 15th will be considered in the next contract year unless prior Arrangements are discussed with the Superintendent and Treasurer.

Please list the specific university/college and indicate the specific number of semester or quarter units you are submitting for each university/college. (Reminder: Please attached transcript with highlight coursework):

Name of College/University	Semester Units	Quarter Units: (1qtr = 2/3 semester)
1. _____		
2. _____		
3. _____		
4. _____		

I am submitting verification of completion of 150 Semester Hours Yes / No (circle one)

I am submitting verification of completion of a Master's Degree Yes / No (circle one)

I understand that it is my responsibility to submit this application form, transcripts and verification of advanced degree completion to the Superintendent NO LATER THAN SEPTEMBER 15th to be eligible for salary column movement Per Ohio Revised Code R.C. 3317.13, 3317.14

Employee Signature	Date
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Superintendent Certification:	
Current # units: _____	Current Column: _____
Additional units earned: _____	New Column: _____
Total semester units: _____	
Column Change Approved: _____	Date: _____