

## REQUEST FOR SALARY TRACK CHANGE

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

The following courses (which I have already completed or plan to complete) will enable me to move on the salary schedule from:

\_\_\_\_\_ TO \_\_\_\_\_ IN \_\_\_\_\_  
Track Track Month/Year

Date of Course	College	Course # & Name	# of Credits
<b>TOTAL CREDITS</b>			

NOTE: This section is only for Districts entitled to an additional JANUARY TRACK CHANGE in the same year.

I am also taking the following courses(s) which will enable me to move on the salary schedule from:

\_\_\_\_\_ TO \_\_\_\_\_ IN JANUARY \_\_\_\_\_  
Track Track Year

Date of Course	College	Course # & Name	# of Credits

\*\*\*\*\*  
 TEACHER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 \*\*\*\*\*

**FOR OFFICE USE ONLY** DATE RECEIVED: \_\_\_\_\_

Your request for a track change(s) to \_\_\_\_\_ in \_\_\_\_\_  
Track (s) Month/Year

has been received. FINAL APPROVAL CONTINGENT UPON receipt of an OFFICIAL TRANSCRIPTS(s) and the terms of a current collective bargaining agreement.

\_\_\_\_\_  
 Assistant Superintendent

\_\_\_\_\_  
 Date