

Keystone Learning Services
Salary Movement Request Form

Name: _____ Date: _____

School District: _____

Please attach an Official College/University Transcript and/or Professional Development Transcript that warrants the move.

In-Service points approved by the Local Professional Development Council shall be credited toward movement on the salary schedule at the rate specified in the Kansas In-Service Plan, currently twenty (20) in-service points equaling one (1) college hour. Prior to the Master's Degree, movement with credit from in-service points may not account for more than one half (1/2) of the hours necessary for movement to the next column. At Master's Degree and beyond, movement on the salary schedule may be made on college hours and/or approved application and impact PDP points. Certified/licensed staff may move more than 1 column (horizontal movement) per year if the staff member has earned the number of points and/or hours to do so. College hours or in-service points must be submitted to Lushena Newman, Human Resources Manager on or before September 1st to be considered for salary movement.

Current Salary Level				
BS ____	BS + 10 ____	BS + 20 ____	BS + 30 ____	
MS ____	MS + 10 ____	MS + 20 ____	MS + 30 ____	MS + 40 ____

Requested Move for the 2016-2017 School Year: _____

Total College Hours Attached: _____ Total PD Points Attached: _____

Signature: _____ Date: _____

For Office Use:

Approved: _____ Not Approved: _____

Reason if not approved: _____

Administrator's Signature

Date