

REQUEST FOR SALARY TRACK CHANGE

**Please refer to your collective bargaining agreement for track change submission deadlines

NAME: _____ **SCHOOL:** _____ **DATE:** _____

Anticipated Track Change:

FROM _____ TO _____ IN _____
Track Track Month/Year

Please list ALL courses/credits (completed or anticipated) that will enable you to move on the salary schedule:

Date of Course	College	Course # & Name	# of Credits
TOTAL CREDITS			

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