

## 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 |
|----------------|---------|-----------------|--------------|
|                |         |                 |              |
|                |         |                 |              |
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|                |         |                 |              |
|                |         |                 |              |
|                |         |                 |              |
|                |         | 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 course(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 |
|----------------|---------|-----------------|--------------|
|                |         |                 |              |
|                |         |                 |              |
|                |         |                 |              |

**EMPLOYEE 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 \_\_\_\_\_