



**Manhattan-Ogden Unified School District
Teacher Salary Movement Request Form**

Name: _____

Date Submitted: _____

Current Assignment & Location: _____

I request consideration for movement on the salary schedule from my current column to the following column (**please select one of the following**):

Teachers: BS+15 BS+36/MS MS+15 MS+30 PHD/ED

Documentation verifying successful completion of requirements must be submitted to **prior to September 3rd, 2019**. Unofficial transcripts, grade reports, or a letter from your instructor indicating course completion are acceptable for initial consideration, however, official transcripts are required, when available, for your personnel file.

Official transcripts and/or grade reports must be provided for consideration. Please have the learning institution email them to HRemail@usd383.org or mail them to the Robinson Education Center. If you have a copy of the official transcripts, please e-mail them to HRemail@usd383.org.

For official use:

Approved: _____

Date: _____

Human Resources Director

Not Approved: _____

Date: _____

Human Resources Director

School Year: 2018-2019