

OFFICE OF HUMAN RESOURCES

Request For Approval Of Salary Differential

1. Submit this form to the Administrator for Human Resources. In all cases, official transcripts from either institution or Teacher Resource Center documenting the courses claimed must be received before salary credit will be given. Do not attach copies of unofficial transcripts or duplicates of form.
2. This form must be filed by September 8 in order for salary credit to be effective September 1 and by January 8 for salary credit to be effective January 1.
3. Maintain a copy of each salary differential that you submit for your own reference.

Name _____ School _____ Date _____

Address _____ City _____ Phone _____

Current Certification Area _____ Effective Date _____

Type of Certificate

☐ Provisional

☐

Initial

☐ Permanent

☐

Professional

Present salary placement

Step _____ Degree _____ Semester hrs. beyond 10 20 30 40 50 60 70 80 90

Differential claimed in this request

Step _____ Degree _____ Semester hrs. beyond 10 20 30 40 50 60 70 80 90

Courses taken to support the above claim

List below only those courses and semester hours for which you are not now being paid but for which you are entitled to salary credit. Show course titles and numbers as they appear on official higher institutional records. NOTE: Degree differentials must be claimed specifically, in addition to hours.

**If Degree Differential, please specify _____
(Masters, Doctorate)**

Additional Hours

Course No.	Title	Institution	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional hours may be listed on reverse side

Total Hours _____

Approved _____
Administrator for Human Resources

_____ Date


Effective date _____

I certify that the above courses were taken at the graduate level. Those not at graduate level are so indicated and were approved in advance by the Administrator for Human Resources.

Signature of Claimant

Additional Hours

Course No.	Title	Institution	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This total must be entered on other side  **Total** _____