

**APPENDIX D**

**USD #215**  
**REQUEST FOR HORIZONTAL MOVEMENT**  
**ON SALARY SCHEDULE**  
(Based totally or partially on In-Service Points)

Name \_\_\_\_\_ Date \_\_\_\_\_

To the Superintendent of USD #215:

This is a request for placement on the appropriate column on the salary schedule effective the next contract year. Necessary hours have been obtained through:

\_\_\_\_\_ In-Service points only

\_\_\_\_\_ \*In Service points plus College credit

Attached is a copy of my In-Service Points Record provided by the Professional Development Council.

\_\_\_\_\_ Present salary schedule column

\_\_\_\_\_ Present salary schedule step

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent's Signature

\*Current transcript must be on file.

**YEARLY DEADLINE FOR SUBMISSION OF THIS FORM IS MAY 1.**