

Formal Request for Column Movement  
Mission Valley Certified Staff Only

Name:

Current Column Status: BS  BS+15  BS+30  MS  MS+15  MS+30

Step•

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Column Movement to: B  BS+30  MS+15  MS+30 MS+45

College Transcripts will be sent from (name of college):

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Transcripts must be official and may be mailed or emailed to Tasha at the District Office.

Mail: PO Box 158, Eskridge, KS 66423

Email: [traine@mv330.org](mailto:traine@mv330.org)

Transcripts need to be received in the District Office no later than October 1<sup>st</sup>.

\_\_\_\_\_  
Certified Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Approval Date

