



Maple Run Unified School District
Teacher / Paraeducator Salary Movement Request Form

Deadlines for submission:

All Teachers, Paraeducators & Teaching Assistants: December 1

Please submit forms either interoffice to attention Aron Smith
or asmith@maplerun.org.

Name: _____ Date Submitted: _____

I am employed as a: ☐ Teacher; ☐ Paraeducator/Teaching Assistant by the following School District:

☐ BFA/NWTC ☐ St. Albans City ☐ St. Albans Town ☐ Fairfield ☐ MRUSD (includes ECP)

I request consideration for movement from my current column to the following column on the salary schedule:

- Teachers: ☐ Bachelor's 15 ☐ Bachelor's 30 ☐ Master's ☐ Master's + 15 ☐ Master's + 30
- Paraeducators/Teaching Assistants: ☐ Column 2 ☐ Column 3

Documentation verifying successful completion of requirements must be submitted to the Superintendent **prior to the beginning of the school year or the first pay period**. 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.

Specific courses applied to move from current placement to requested column:

	<i>Course Title</i>	<i>Course #</i>	<i>Institution</i>	<i>Credits</i>	<i>Date</i>
1					
2					
3					
4					
5					
6					
7					
8					

Official transcripts and/or grade reports must be provided for consideration. Please have the learning institution mail them directly to the Central Office. (If you have not yet taken the course, please provide the Central Office with the official transcript(s) by the Master Agreement deadline.)

For Office Use:

Approved: _____
Superintendent or Designee

Date: _____

Not Approved: _____
Superintendent or Designee

Date: _____