## WAYLAND PUBLIC SCHOOLS Wayland, Massachusetts 01778

## **APPLICATION FOR SALARY CHANGE**

NAME	DATE			
Request for movement to:  B+15  M	M+30 M+60	M+75	D	
Please list all courses and attach the appropriate confirme entity that state how many credits you received for each co all materials will delay the effective date of your salary ch another sheet of paper, please use multiple copies of this	ourse (transcript, certific hange. (If listing of cour	ate, etc.) Failure ses requires com	to include	
Course Title or Description	INSTITUTION ISSUING DEGREE/CREDIT	DATE COMPLETED	CREDITS EARNED	
TOTAL CREDITS				
SIGNATURE: DATE:				
PERSONNEL OFFICE USE ONLY				
Current Lane: Step: Curre	Step: Current Degree: Date Issued:			
Novement to: Step: *Retroactive To: Date Effective:				
APPROVED BY DATE:				

<sup>\*</sup>Agreement Between the Wayland School Committee and the Wayland Teachers' Association, Inc., Article IV, Section G: "Payroll adjustments will be made with the first payday in December and the last payday in June. Adjustments will be retroactive to the date upon which documentation...has been received but not back to a prior fiscal year. Documentation must be submitted by June 1<sup>st</sup>. Teachers must notify the Assistant Superintendent...no later than October 1 of the preceding school year of the possibility that s/he will be eligible for a column change...."