



Request for Movement

RETURN TO: Katherine Barbour,
Assistant Superintendent of Human Resources
and Professional Development

Date of Request: _____
Request must be submitted by September 30th.

Name: _____ School: _____ ID#: _____

Requesting movement to (Please check one):

____ BA+15 ____ BA+60 ____ MA ____ MA+15 ____ MA+30 ____ MA+45 ____ MA+60

Movement is effective on the October 15th payroll.

Month & Year of Master's Degree: _____ *HR verify:* _____

Month & Year of second Master's Degree (if applicable): _____ *HR verify:* _____

Board Credit

I am requesting _____ Board Credits be applied toward this move.

(8 clock hours = 1 Board Credit)

A Board Credit report will be submitted to Human Resources on your behalf. In the event of discrepancies between this form and your Board Credit report, you will be notified.

University Credit

I am requesting _____ University Credits be applied toward this move.

An *original transcript* must be submitted indicating completion of course(s) and/or degree conferred. *E-scripts* will be accepted if emailed directly to Candace Ziegler (cziegler@usd116.org).

If you have any questions, please contact Kim Lareau (klareau@usd116.org) or Candace Ziegler (cziegler@usd116.org).

For Office Use Only

BC Report received: _____ Date: _____

Movement from level: _____ Movement to level: _____

Approved by: _____ Date: _____