



Request for Movement

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

Date of Request: _____

All credit towards movement must be completed prior to the first day of the new contract (first day of school). Request for Movement Form 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 Teresa Fewkes (tfewkes@usd116.org).

If you have any questions, please contact Teresa Fewkes at 384-3582 or tfewkes@usd116.org

For Office Use Only

BC Report received: _____ Date: _____

Movement from level: _____ Movement to level: _____

Approved by: _____ Date: _____

Assistant Superintendent of Human Resources and Professional Development