



Request for Movement

RETURN TO: Human Resources

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 2nd payroll of October.

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 official transcript* must be submitted indicating completion of course(s) and/or degree conferred. *E-scripts* will be accepted if emailed directly to Human Resources (HR@usd116.org).

If you have any questions, please contact Human Resources at 384-3600 or HR@usd116.org.

For Office Use Only

BC Report received: ____ Date: _____

Official Transcript received ____ Date: _____

Movement from level: _____ Movement to level: _____

Approved by: _____ Date: _____

Assistant Superintendent of Human Resources