

Riverview Gardens School District
 1370 Northumberland Drive
 St. Louis, Missouri 63137

Request for Salary Scale Change to MA, MA+30 or PHD

The following information is required in order to be considered for an advancement to another scale. Only courses taken after your latest advancement will be considered. Please have official transcripts sent directly to Human Resources.

Name _____ School _____

Request for change from Scale _____, Step _____ to Scale _____, Step _____

Date Received Bachelor Degree _____ University _____

Date Received Masters Degree _____ University _____

Date moved to present scale: _____

Course Information:

Date Completed	Course Number	Course Title	College or University	Graduate or Undergraduate	Quarter Hours	Semester Hours

Approved: _____ Date: _____