

Lateral Movement

Graduate hours from an accredited institution of higher learning must be completed before the first contracted day of the school year. This includes movement from Bachelors to Masters and Masters to Masters +30. Certified staff members who are eligible for lateral movement on the salary schedule must submit the appropriate form and official transcripts to Human Resources before the first day of the upcoming contract period.

<i>Employee Name</i> _____
<i>District Building</i> JSH JJH FP FI WE HE NE GE JETS CO

<i>College/University</i>	<i>Course Name</i>	<i>Credit Hours To be Earned</i>	<i>Date Completed</i>	

Degree Conferred on _____, 20__

Employee Signature _____

Building Administrator Signature _____

DISTRICT HUMAN RESOURCES ONLY	
<i>Date received</i>	
<i>Entered on</i>	
<i>Official transcripts received</i>	<i>Channel move from BA to MA MA to MA+30</i>
<i>Forwarded to Payroll on</i>	<i>by</i>

