

# CORNING UNION HIGH SCHOOL DISTRICT

## Certificated Salary Schedule Request for Column Movement

Process for column movement:

1. Submit *Request for Professional Growth* form (see District website) to Principal for committee approval **PRIOR TO STARTING COURSEWORK** (This step does not apply to newly hired staff, see below)
2. Complete Coursework
3. Purchase Units, Obtain Transcript
4. Submit *Request for Column Movement* (this form) by June 15 prior to school year you want to move columns
5. Submit Transcripts of Completed Coursework to Business Office by September 1st

This form should be completed by *current* certificated staff who are requesting to move to a new column based on the completion of educational units that were pre-approved by the Professional Growth Committee (Article 11.6).

This form should also be completed by any *new* staff that plan to complete units prior to the start of next school year that will result in a higher initial salary schedule placement. Units completed by newly hired staff prior to the start of their first year teaching do *not* need to be approved by the Professional Growth Committee.

This form must be completed and submitted to the District Office by June 15 in order for the employee to be considered for column movement in the subsequent school year.

The Superintendent and CBO will verify the completion of the units and approve the column movement after transcripts have been submitted. Employees should review their salary determinations annually to verify that they have been properly placed on the salary schedule.

Name of Certificated Staff Member: \_\_\_\_\_

Current Class/Column Placement:      0   I   II   III   IV

Requested Class/Column Placement:      0   I   II   III   IV

Signature of Certificated Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

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BUSINESS OFFICE USE ONLY

Superintendent Verification of Documentation: \_\_\_\_\_ Date: \_\_\_\_\_

CBO Approval to Move Columns: \_\_\_\_\_ Date: \_\_\_\_\_

New Column Placement: \_\_\_\_\_