

Name: _____

Please Print

**ST. JAMES R-I SCHOOL DISTRICT
2021/2022 GRADUATE CREDIT SALARY ADJUSTMENT**

THIS FORM MUST BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE FOR APPROVAL. **NOTE: TRANSCRIPTS MUST BE ATTACHED OR IN YOUR FILE. THIS FORM WILL BE ACCEPTED UNTIL MAY 31, 2021 FOR THE 2021/2022 SCHOOL YEAR. TRANSCRIPTS MUST FOLLOW NO LATER THAN JULY 31, 2021. FOR SUMMER COURSES PLEASE PROVIDE PROOF OF ENROLLMENT AND A LETTER STATING THAT YOU WILL PASS THE CLASS. AN AMENDED CONTRACT WILL BE ISSUED ONCE THE FORM HAS BEEN APPROVED.**

Current Salary Schedule Level: (Please mark one)

BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+30

I plan to move to this Salary Schedule level: (Please mark one)

BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+30

PLEASE LIST ALL GRADUATE HOURS TO BE COUNTED FOR THIS SALARY SCHEDULE CHANGE. DO NOT INCLUDE GRADUATE HOURS LISTED ON PREVIOUS GRADUATE CREDIT SALARY ADJUSTMENT FORMS.

Name of College/University Granting Credit:	Name of Course:	Date Course Completed	Credit Hours or Degree Earned

TOTAL HOURS TO BE COUNTED/DEGREE EARNED: _____

PLEASE ATTACH COPIES OF TRANSCRIPTS WITH **ABOVE REFERENCED CLASSES HIGHLIGHTED OR MARKED** (transcripts may include several classes—highlight/mark ONLY those classes applicable to this salary adjustment). NOTE: OFFICIAL TRANSCRIPTS SHOULD BE ON FILE IN THE SUPERINTENDENT'S OFFICE IN YOUR PERSONNEL FILE.

Please request that transcripts be sent to the following address:

Superintendent's Office
St. James R-I School District
122 E. Scioto
St. James, MO 65559

NOTE: Hours must be for graduate level courses UNLESS pre-approved by the Superintendent. CEU's (Continuing Education Units) must be obtained during non-school time and must be pre-approved by the Principal/Superintendent. Sixteen (16) hours of in-service training will equal one CEU credit hour. Questions may be addressed to Shannon Parsons in the Superintendent's Office.

FOR OFFICE USE ONLY	
Date Received: _____	Verification checked: _____
	Name _____ Date _____
Superintendent: _____	