



Mt. Pleasant Public Schools
720 N. Kinney Ave. Mt. Pleasant, MI 48858



SALARY SCHEDULE INCREMENTS
 SALARY SCHEDULE "LANE" CHANGES BASED ON EDUCATION

Please complete this form and scan to Linda Boyd in the Human Resources Office (via email) if you are eligible for an Educational Salary Increment based on continuing your education. This form will help us document and verify your salary adjustment.

EMPLOYEE

NAME: _____ DATE: _____

I am **currently** being paid at the _____ level on the MPEA Salary Schedule.

I have taken the following courses/SCHECH hours to attain the new salary lane, which is: _____

Date	Name of Course or Designator or SCHECH Info Summary	Credits or Hours

Salary Increments Occur After Required Verification of Official Transcripts:

- at the "start" of the school year~ 2020 - 20 *or*
- at the "start" of the "new" year (by January 15th), 20 _____.

ORIGINAL TRANSCRIPTS WILL BE SENT FROM THE FOLLOWING COLLEGE OR UNIVERSITY:

SCECHS (ATTACHED) WILL BE ORGANIZED, TOTALED AND SUMMARIZED 25 SCECHs equal 1 credit.

I understand that, per contract, it is my responsibility to ensure a record of credits or courses to count toward movement on the MPEA Salary Schedule is placed in my personnel file in the Assistant Superintendent's Office, prior to August 15th, to move at the beginning of the school year or prior to January 15th, to move the 2nd half of the school year.

Employee Printed Name

Employee Signature

Date

Received by Name

Assistant Superintendent Signature

Date