



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



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

Please notify the Human Resources Office (via email) by August 15th/January 15th of each year if you will be submitting credits or SCECH's for an Educational Salary Increment. After receiving your email, this form will be shared with you to help us document and verify your salary adjustment.

EMPLOYEE

NAME: _____ DATE: _____

I am requesting to be moved from _____ to _____ on the MPEA Salary Schedule.

Effective After Required Notification & Verification of Transcripts:

- at the "start" of the school year~ 20 - 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.*

TRANSCRIPTS WILL BE UNDER THE NAME LISTED BELOW:

I understand that, per contract, it is my responsibility to see that a record of credits or courses to count towards 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

****Please submit this form to Tammy Carrier in the Assistant Superintendent's Office***