



## Twinsburg City School District Salary Upgrade Request

If you are eligible for a salary upgrade due to course completion, please fill in the form below and return to the Human Resources Department no later than October 1st. Any upgrade information received after that date will be held until the following year.

All original transcripts required for verification of this upgrade must be received by the Human Resources/Superintendent's Office no later than September 30<sup>th</sup>. All transcripts must be mailed directly from the college or university to the Human Resources/Superintendent's Office, 11136 Ravenna Road, Twinsburg, Ohio 44087.

Date \_\_\_\_\_

Name \_\_\_\_\_

Building \_\_\_\_\_

### Current Education Level

- BA
- BA +16
- BA+ 24
- MA
- MA + 8
- MA + 16

### New Education Level

- BA
- BA +16
- BA+ 24
- MA
- MA + 8
- MA + 16
- MA + 30

I certify that the above info is correct.

\_\_\_\_\_ Date \_\_\_\_\_

Returned signed form to the Human Resources Department.

For Human Resources office only

Transcripts on file Yes No      Date sent to Payroll Dept. \_\_\_\_\_ Initials \_\_\_\_\_

Date entered by Payroll Department \_\_\_\_\_ Initials \_\_\_\_\_