



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' Office 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 Resource Office no later than October 1st. All transcripts must be mailed directly from the college or university to the Human Resources' 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' Office.

For Human Resources' Office only

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

Date entered by Payroll Department _____ Initials _____