

**Human Resources**

**CONSIDERATION OF HOURS FOR HORIZONTAL MOVEMENT**

Please complete this form to petition for horizontal movement on the teacher salary schedule. An official transcript is required showing all completed coursework. The Director of Human Resources will review and approve all coursework for horizontal movement.

To be credited for salary purposes, coursework must be in the teacher's current credential field, enhance classroom instruction, be applicable to the teacher's current assignment, or apply toward a new credential field.

Two steps to this process:

1. Complete the notification form and submit to Human Resources.
2. Submit official transcripts to Human Resources by **September 1**.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Current Location: \_\_\_\_\_ Assignment: \_\_\_\_\_

Current School Year: \_\_\_\_\_

Current Placement on Salary Schedule (column, not step): \_\_\_\_\_

Next School Year: \_\_\_\_\_

Anticipated Placement on Salary Schedule (column, not step): \_\_\_\_\_

I understand that official transcripts must be received by September 1 in order to be considered for horizontal movement on the salary schedule for the new contract year.

\_\_\_\_\_  
Employee Signature Date

Date Received by HR: \_\_\_\_\_

Date Transcripts Received by HR: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Human Resources