

# Bridgeton Public Schools

## CHANGE IN SALARY STATUS REQUEST

Staff Member's Name: \_\_\_\_\_ Date: \_\_\_\_\_

School/Location: \_\_\_\_\_

Present Degree Status: \_\_\_\_\_ Step: \_\_\_\_\_ Present Salary: \$ \_\_\_\_\_

Degree Status Applying For: \_\_\_\_\_ Step: \_\_\_\_\_ Present Salary: \$ \_\_\_\_\_

**Attachment required: An official transcript sealed and conferring your degree.**

**All request must be approved by the Board. Once approved by the Board, your new salary will go into effect on the 1<sup>st</sup> of the month following Board approval.**

**Salary changes will take effect as follows:**

**10-Month Employee: October through March**

**12-Month Employee – August through March**

**All paperwork must be received before the board agenda cut-off date in February to get a salary change in March.**

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Official Use Only

Reason papers returned to applicant: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Adjusted Salary: \_\_\_\_\_