

## APPLICATION FOR ADVANCED SALARY RATING

FOR PARAPROFESSIONALS & OTHER UNIT D MEMBERS (New form as of January 31, 2020)

Please list in the spaces below your basis for Salary Advancement. **An original transcript, stating that your degree has been conferred, must be attached to this application.**

<b>Name:</b>	<b>Present Degree:</b>	<b>Requesting Advancement to a _____ Level</b>	
<b>School:</b>	<b>Employee #:</b>	<b>Position:</b>	

**List College and coursework below:**

Name of Institution	Diploma / Degree	from year	Period of Attendance	to year	# of Earned Credit Hours

Initial Date of Employment with SPS : \_\_\_\_\_

You must send the appropriate forms and documents to the Human Resources Department by September 20th or February 20th of each school year. **Any incomplete submissions will be returned to you.** If you do not resend a complete submission by the deadline, you will need to reapply for the next deadline.

I certify that the above information is correct and that all documentation has been submitted with this application.

Please submit this application to: **Human Resources**

**1550 Main Street, 2nd Floor, Springfield, MA 01103**

Initial Date of Employment with SPS : \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date