

Adams County Ohio Valley School District  
**CERTIFIED SALARY UPGRADE REQUEST FORM**

Upgrade\_\_\_\_ Correction\_\_\_\_

All salary upgrade requests or correction requests must be accompanied by official transcripts from the college or university where credit was received. Remember that salary placement is based upon semester hours. Each quarter hour is two-thirds (2/3) of a semester hour.

Do not submit salary upgrade request form until all documents are present and accompany the official request form. Transcripts must be submitted, not grade reports.

All salary upgrades and corrections must be submitted in person no later than September 30 in order to take effect on the first paycheck. After September 30, all salary changes will be reflected on the next school year's paychecks.

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Date Submitted: \_\_\_\_\_

Certified Employee Name: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current Home Address: \_\_\_\_\_ Building: \_\_\_\_\_

\_\_\_\_\_ Subject/Grade: \_\_\_\_\_

\_\_\_\_\_

**Current Salary Placement:**

Years of Experience: \_\_\_\_\_ Degree: \_\_\_\_\_

Current Salary: \$ \_\_\_\_\_

Extended Days: \_\_\_\_\_ Extended Salary: \$ \_\_\_\_\_

**New Salary Upgrade or Correction Requested:**

Years of Experience: \_\_\_\_\_ Degree: \_\_\_\_\_

Updated Salary: \$ \_\_\_\_\_

Extended Days: \_\_\_\_\_ Extended Salary: \$ \_\_\_\_\_

(over)

