

## REQUEST FOR SALARY ADJUSTMENTS

To request a salary adjustment based upon completion of additional college hours, first complete this form, click save and submit. If unable to submit this form directly, please save the document and attach it to an email and send to [tadavis@kckps.org](mailto:tadavis@kckps.org). Request **official transcripts** from the University (ies) that you have completed your addition college hours are sent to the Human Resources department, located at 2010 North 59<sup>th</sup> St., Kansas City, Ks 66104. The request for salary adjustment form and all official transcripts must be submitted by August 31 for September 15<sup>th</sup> approval or January 31<sup>st</sup> for February 15<sup>th</sup> approval. **At this time we cannot accept electronic transcripts.**

NAME \_\_\_\_\_ ID# \_\_\_\_\_

PRESENT CLASS \_\_\_\_\_ REQUESTED CLASS \_\_\_\_\_

TRANSCRIPTS REQUESTED \_\_\_\_\_ DATE \_\_\_\_\_

Names of all university transcripts requested

**\*\* After completion, click submit at the bottom of this form.**

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|------------|---|
| CLASS I    | Teachers holding a Baccalaureate degree.  |
| CLASS II   | Teachers holding a Baccalaureate degree and completed at least 15 additional semester hours of graduate college credit.   |
| CLASS III  | Teachers who have completed at least 30 semester hours of college credit beyond the Baccalaureate degree with at least 18 hours being graduate credit.  |
| CLASS IV   | Teachers holding a Master's degree.   |
| CLASS V    | Teachers holding a master's degree and having 15 additional semester hours of graduate credit beyond the Master's degree.   |
| CLASS VI   | Teachers holding a master's degree and having 60 semester hours of graduate credit beyond the Baccalaureate degree or 30 semester hours of graduate credit beyond the Master's degree.        |
| CLASS VII  | Teachers holding a master's degree and having 75 semester hours of graduate credit beyond Baccalaureate degree or 45 semester hours of graduate credit beyond the Master's degree.            |
| CLASS VIII | Teachers holding a master's degree and having 90 semester hours of graduate credit beyond the Baccalaureate degree or having 60 semester hours of graduate credit beyond the Master's degree. |
| CLASS IX   | Teachers holding a Specialist Degree from an accredited university.   |
| CLASS X    | Teachers holding a Doctorate degree from an accredited university.  |

**Note: if you have problems submitting the form, please save it to your computer and email it as an attachment to Tanya Davis ... or print it and send with your transcripts.**