

**FORT ZUMWALT SCHOOL DISTRICT**  
**CHANNEL CHANGE REQUEST FORM**

Name: \_\_\_\_\_ School: \_\_\_\_\_

SSN:     X X X - X X -    \_ \_ \_ \_ Grade/Subject: \_\_\_\_\_

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

Due to the accumulation of additional **POST-DEGREE** graduate hours, please move me from:

**CURRENT SALARY CHANNEL:** \_\_\_\_\_ **to:** \_\_\_\_\_

Step                  Degree          Number of hours after degree was conferred

**NEW SALARY CHANNEL:** \_\_\_\_\_

Step                  Degree          Number of hours after degree was conferred

**Board Policy GCBA-R states:**

1. "Only post-degree graduate hours will be recognized for placement in a higher salary channel beyond the conferred degree".
2. A **required** two year Master Degree program (**42 credit hours**) as being the equivalent of a "Masters + 12".
3. A **required** two year Master Degree program (**48 credit hours**) as being the equivalent of a "Masters + 24".
3. A second Masters Degree as being equivalent of a "Masters + 24".

**List individual University/College and the graduate class(es) taken at each one for THIS CHANNEL CHANGE ONLY.**

College: _____	College: _____
Class(es) _____	Class(es) _____
Credit Hour(s) _____	Credit Hour(s) _____
College: _____	College: _____
Class(es) _____	Class(es) _____
Credit Hour(s) _____	Credit Hour(s) _____

I currently have \_\_\_\_\_ in-service hours. *(A total of 15 approved in-district, in-service workshops will equal 1 college graduate credit hour. A maximum of 3 in-service college graduate credit hours can be applied every 3 years.)*

I wish to use: \_\_\_\_\_ in-service hours for this channel change.

***I understand OFFICIAL TRANSCRIPTS must be received within 45 days of the deadline (September 1 or January 15) or the amount of increase will be deducted from any remaining paychecks.***

Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Previous step: _____	Previous Salary: _____	
New step: _____	New salary: _____	
# days in contract: _____	# of extended days? _____	
Probationary/Tenure: _____	Revised ext. days \$ _____	Date revised contract(s) sent: _____
Revised contract \$ _____	Work on plan time: _____	Date processed/by: _____
One year only? _____	Revised work on plan \$ _____	Original transcripts recvd? _____