

DESERT SANDS UNIFIED SCHOOL DISTRICT  
Division of Personnel Services  
**REQUEST FOR SALARY CLASSIFICATION COLUMN MOVEMENT**

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

My current salary placement is Column \_\_\_\_\_, Step \_\_\_\_\_ based on \_\_\_\_\_ Degree and \_\_\_\_\_ units past my Bachelor's Degree.

1. Additional semester units of upper division or graduate credit within the conditions defined in Article 13.9 and 13.11 of the DSUSD/DSTA Contract Agreement are provided on official transcripts from the following College/University(s)

Please list College/University(s)

Master's Degree on file -  Yes  No

If not, is the additional upper division or graduate credit in an approved Master's Program?  Yes  No  
An approved program must a) be relevant to your current teaching assignment; b) enable you to expand your assignment range within the district; and/or, c) reflect the goals and objectives stated within the Professional Growth Philosophy.

I have provided verification of admittance to the Master's Program and coursework required.  Yes  No

2. Complete 15 semester (22.5 quarter) units of coursework through the District Staff Development Program.

When this work has been credited, I expect to move to Column \_\_\_\_\_, Step \_\_\_\_\_ of the salary schedule.

I understand that it is my responsibility to provide the Personnel Services Office with **official transcripts** to verify my additional coursework.

The conditions for an intended change of salary classification specified in Article 13.10 of the DSUSD/DSTA Contract Agreement are:

**"Column changes will be implemented no later than 45 days following receipt of official transcripts verifying the work which qualifies the unit member for Column movement."**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR USE BY PERSONNEL/PAYROLL DEPARTMENTS**

Date Stamp

Salary change verified.

Unable to verify salary change.  
Please contact Personnel Services.

Personnel \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Payroll \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_