

# Talent Department /Compensation

## Application for training beyond a Bachelor's Degree/Educational Increase Request Form

Contact Juwana Steele (380)997-2096 with questions

Send all requests/documents(as PDF attachments) via email to: [compensation@columbus.k12.oh.us](mailto:compensation@columbus.k12.oh.us)

**\*Photo copies of documents not accepted\***

Name \_\_\_\_\_ Date \_\_\_\_\_

Employee ID# \_\_\_\_\_ Work Location \_\_\_\_\_  
SHOWN AS THE FILE NUMBER ON YOUR PAY STUB

Employee Signature(Type Name): \_\_\_\_\_

Email address (for notification): \_\_\_\_\_

**NOTE:** Do NOT have official transcripts **mailed** to this office from your college/university. Request they be mailed directly to you or college/university can send your official transcripts via **email** to: [compensation@columbus.k12.oh.us](mailto:compensation@columbus.k12.oh.us).

I am applying for the following salary increase: (check one):

- Bachelor's Plus:** Total credit hours must equal 150 semester hours or 225 quarter hours. Send official transcripts indicating all credits after your bachelor's degree.
- Master's Degree:** Send official transcripts indicating degree and date conferred. Degree and date conferred MUST be listed.
- Master's Degree plus 30 semester hours/45 quarter hours:** Send official transcripts indicating all credits after your Master's degree. \*Must be graduate-level courses in education or graduate level courses generally related to your area of certification. All credits must be **AFTER** the date of the master's degree.
- Ph.D. Degree** Send official transcripts indicating degree and date conferred. Degree and date conferred MUST be listed.

→ You will receive a confirmation email indicating your new salary and the date for Board approval.

### HUMAN RESOURCES DEPARTMENT USE ONLY

EFFECTIVE DATE \_\_\_\_\_ BOARD DATE \_\_\_\_\_

CURRENT DEGREE \_\_\_\_\_ NEW DEGREE \_\_\_\_\_ PAY PLAN \_\_\_\_\_

YEARS \_\_\_\_\_ NEW SALARY RATE \$ \_\_\_\_\_ GRAD DATE \_\_\_\_\_

COLLEGE \_\_\_\_\_ SEM. HRS \_\_\_\_\_