SCHOOL ADMINISTRATIVE UNIT #15

Auburn, Candia, and Hooksett School Districts

SALARY STATUS CHANGE REQUEST FORM

Name	
Position	
District & School	
Date	

CURRENT STATUS:	
DEGREE	**STEP**

CHANGE IN STATUS:	
DEGREE	**STEP**

PLEASE NOTE

1) All requests and transcripts must be received by the SAU Office according to the District Bargaining Unit
2) Tracking and coursework documentation is the responsibility of the individual staff member.
3) Complete the table below and submit **OFFICIAL** transcripts with this form.
4) Incomplete packets will **NOT** be processed.

COURSE #	**COURSE TITLE (As appears on transcript)**	**DATE**	**CREDITS**
		TOTAL CREDITS:	**0**

Employee Signature

Date

Business Administrator Signature

Date