

APPLICATION FOR EDUCATIONAL LEVEL PROMOTION

Name:			
Mailing Address:			
City, State, Zip:			
Contact Number:		Alt. Contact:	
Email:		EMPLID:	
Location:		Position:	

Please complete the following portion if you are employed in a **Washington Teachers' Union (WTU)** position and are classified **ET-15**. (Check one)

<input type="checkbox"/>	Bachelor's degree + 15 graduate-level semester hours
<input type="checkbox"/>	Master's degree/Bachelor's degree + 30 graduate-level semester hours
<input type="checkbox"/>	Master's degree + 30 graduate-level semester hours (beyond the date of the Master's)
<input type="checkbox"/>	Doctoral degree/Master's degree + 60 graduate-level semester hours (beyond the date of the Master's)

Please complete the following portion if you are employed in a **Council of School Officers (CSO)** position and are classified **ET Officer (with the exception of employees who are Grade 61, 62, 63, 64, 65, 66, 81, 82 and 83)**. (Check one)

<input type="checkbox"/>	Master's degree + 45 graduate-level semester hours (beyond the date of the Master's)
<input type="checkbox"/>	Doctoral degree

Official transcripts bearing the seal and signature of the registrar must be attached to this application and sent to the address listed below -- Attention: Compensation Team, Human Resources, 10th Floor. Educational Level Promotions take 3-4 pay periods to be reflected on your paycheck.

Educational Level Promotions are not processed during the summer months (June-August) as not to alter Summer Pay Credit (SPC). Applications submitted during the summer are processed immediately following the first full pay cycle of the following school year.

FOR HUMAN RESOURCES USE ONLY			
EMPLID		Received	
Position #		Reviewed	
Current SVC		Submitted (Budget)	
New SVC		Processed in PeopleSoft	
Effective Date		Retro date	
Approved/Denied		HR Specialist	

If denied, please provide explanation:

RECORD ATTENDANCE AT ALL SCHOOLS ABOVE HIGH SCHOOL LEVEL

Date of Attendance	Collage/ University	Degree & Date awarded	Are the transcripts previously submitted? [Yes/No]

LIST OF ALL GRADUATE CREDITS APPLICABLE TO THIS PROMOTION

College/ University	COURSE NUMBER	Course Title	Graduate Semester/ Quarter Hours

Please ensure the application is completed in its entirety. Incomplete sections can result in additional delays in reviewing and processing of the application.

Employee Signature

Date