



**UNION PUBLIC SCHOOLS  
SUPPORT PERSONNEL  
EDUCATIONAL PLACEMENT REQUEST**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CURRENT ASSIGNMENT** \_\_\_\_\_ **SITE** \_\_\_\_\_

**\*Official transcripts (from an accredited college or university) must be received prior to September 1<sup>st</sup> of the fiscal/school year in which an adjustment is being requested.**

**SALARY ADJUSTMENT REQUEST DUE TO COMPLETION OF A DEGREE IN AN AREA SPECIFICALLY RELATED TO CURRENT JOB FUNCTIONS (Official transcript must be attached.)**

\_\_\_\_\_**ASSOCIATE'S OR 60 COLLEGE CREDIT HOURS**

\_\_\_\_\_**BACHELOR'S**

\_\_\_\_\_**MASTER'S**

**APPLICANT SIGNATURE** \_\_\_\_\_

**HUMAN RESOURCES SIGNATURE** \_\_\_\_\_