



RESILIENT ACADEMIC INDEPENDENT DIGITAL-CITIZENS EMPATHETIC RESPECTFUL

I am requesting a salary adjustment from Schedule ____ Step ____ to Schedule ____ Step ____ in accordance with the provisions of the Somerset Teachers' Contract, Appendix A. In order to be eligible you must have completed the Anticipated Salary Request form by December 15 of the year preceding the adjustment request.

The following graduate courses, with appropriate documentation, are being submitted to support my request for a salary adjustment.

College	Dept Grade	Catalog Credit #	Title of Course	Year		

Official college transcripts with official seal and/or official grade reports with official seal must accompany this request.

Name (please print): _____ Date: _____

Superintendent's Approval: _____ Date: _____

Effective Pay Date: _____