Riverview Gardens School District
1370 Northumberland Drive
St. Louis, Missouri 63137

Request for Teacher Salary Scale Change to MA, MA+15, 30 or PHD

The following information is for Classroom Teachers only and required in order to be considered for an advancement to another scale (current step will remain the same). Only courses taken after your latest advancement will be considered. Please have official transcripts and this form sent directly to Human Resources.

- Official transcripts and requested applications received in Human Resources before October 30th will be eligible for changes retroactive to the first day of the school year.
- Official transcripts and requested applications received in Human Resources before March 1st will be eligible for changes retroactive to the first day of the second semester.
- Official transcripts and requested applications received in Human Resources after March 1st will be eligible for changes in the upcoming school year.

Name: _____ Date: _____

Request for change from current: Scale_____, Step_____ to: Scale_____, Step_____

Date/School Received Bachelor Degree: _____ School: _____

Date/School Received Master's Degree: _____ School: _____

Course Information:

Date Completed	Course Number	Course Title	College or University	Graduate or Undergraduate	Semester Hours

Human Resources Approved: _____ Date: _____