

CHECKLIST FOR SALARY ADJUSTMENT REQUEST MA+15 AND MA+30

(please include this checklist with documents)

After courses are completed please make sure to send Debbie Lougheed the following documents:

- ☐ **Official transcripts - either electronically to dlougheed@wayneschools.com or by mail in a sealed envelope directly from the college to the attention of Debbie Lougheed-Human Resources**
- ☐ **Signed Pre-approval forms from google Advanced Study**
- ☐ **Application for MA+15/MA+30**
- ☐ **If credits are on more than one transcript please list each institution along with the total credits that were achieved at each. (school, # credits)**

Transcript 1: _____

Transcript 2: _____

Transcript 3: _____