



***FRUITPORT COMMUNITY SCHOOLS***  
**TEACHER SALARY SCHEDULE CHANGE FORM**

The following teacher has completed the necessary courses for a certification change:

TEACHER: \_\_\_\_\_

Current Degree Status (please check one):

\_\_\_\_ BA      \_\_\_\_BA+24      \_\_\_\_ MA      \_\_\_\_MA+18      \_\_\_\_MA+30

Change Degree Status to (please check one):

\_\_\_\_ BA+24      \_\_\_\_MA      \_\_\_\_ MA+18      \_\_\_\_MA+30      \_\_\_\_EdD/PhD

Effective Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

C:     Business Office  
       Personnel File  
       Employee

Movement on the salary schedule will occur September 1 and January 31. Prior to these dates, it is the teacher's responsibility to provide to the superintendent the necessary documentation (official transcripts or a letter from the university) for movement on the salary schedule to occur.