



## Salary Level Change / Educational Stipend Form

Provisions governing salary level changes are found in the Davis Educators' Agreement, and educational stipends are governed by the same provisions. Approved forms with supporting documentation are retained in your district personnel file.

**To apply for a salary level change you MUST:**

- Complete all sections of the form.
- Submit original documents (photocopies, internet printouts, and electronic documents are not acceptable).
- Submit a complete USBE professional development record for USBE credit.

Eligible credits include:

- USBE *credits*.
- Accredited university or college credits.

Coursework ineligible for salary level change consideration:

- USBE *hours* and relicensure *hours*.
- Undergraduate credit not directly related to your current teaching assignment.
- Courses taken prior to award of your initial educator license.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

DSD Employee ID#: \_\_\_\_\_ CACTUS ID#: \_\_\_\_\_ Phone Number: \_\_\_\_\_

School/Dept: \_\_\_\_\_ Position: \_\_\_\_\_

Subject(s): \_\_\_\_\_

Degree(s) Conferred - Date of Bachelor's: \_\_\_\_\_ University: \_\_\_\_\_

Date of Master's: \_\_\_\_\_ University: \_\_\_\_\_

Date of first educator's license (issued in any state/country): \_\_\_\_\_

Education license received through: ☐ University Program ☐ USBE approved ARL Program

**Requesting for Salary Level Change:** (Applies for educators on [Salary Table 1](#))

☐

BS+20 sem  
or 30 qtr  
credits\*

☐

BS+40 sem  
or 60 qtr  
credits\*

☐

BS+50 sem or  
30 qtr credits\* or  
Master's Degree

☐

MS+30 sem  
or 45 qtr  
credits\*

☐

Doctorate,  
PhD or  
EdD

☐

**Related Servers:** (SLP, Psychologist & Audiologists)  
Specialist certification requiring a master's degree of at least  
53 semester credits (80 qtr credits\*). Submit form with an  
original transcript of your certification for one additional level  
consideration.

**Requesting for Educational Stipend:** (Applies for district administrators and specialists **not** on Salary Table 1)

☐

BS+20 sem or  
30 qtr credits\*

☐

BS+40 sem or  
60 qtr credits\*

☐

Master's  
Degree

☐

MS+20 sem or  
30 qtr credits\*

☐

MS+40 sem or  
60 qtr credits\*

☐

MS+60 sem or  
90 qtr credits\*

☐

Doctorate  
PhD or EdD

\* One semester credit is equivalent to 1½ quarter credits. Quarter credits will be converted to semester credits when processed.

For HR Office Use Only				
Last Change:		Credits counted this level change:		
Change Approved		Inservice	(USBE)	
Date Approved		University		
		University		
		University		
		University		
		Credits counted:		