

SCHOOL DISTRICT OF PHILADELPHIA
HUMAN RESOURCES
CERTIFICATION, SUITE #222
440 NORTH BROAD STREET
PHILADELPHIA, PA 19130

REQUEST TO OPEN A FILE FOR SALARY UPGRADE

DOCTORATE, MASTERS' DEGREE, MASTERS' EQUIVALENCY, MASTERS'+30 OR SENIOR CAREER TEACHER

ALL SALARY UPGRADES, EXCEPT FOR MASTER'S EQUIVALENCY, ARE EFFECTIVE THE FIRST DAY OF THE PAY PERIOD IN WHICH THE COMPLETE APPLICATION IS RECEIVED. A COMPLETE SET OF OFFICIAL SEALED TRANSCRIPTS MUST BE PRESENTED WITH THIS APPLICATION. PLEASE NOTE: IN ORDER TO FACILITATE PROCESSING SALARY UPGRADES, WE DO NOT ACCESS TRANSCRIPTS PREVIOUSLY PRESENTED **DO NOT SEND TRANSCRIPTS SEPARATELY – INCLUDE THEM WITH THIS COVER SHEET**

DATE _____

NAME _____ SS# _____

OTHER NAME(S) ON TRANSCRIPTS _____

E MAIL ADDRESS: _____

HOME NUMBER (_____) _____ WORK NUMBER (_____) _____

PLEASE CHECK THE APPROPRIATE SELECTION

_____ DOCTORATE DEGREE = PROVIDE AN OFFICIAL, SEALED TRANSCRIPT SHOWING DEGREE CONFERRED

_____ MASTERS' DEGREE = PROVIDE AN OFFICIAL, SEALED TRANSCRIPT SHOWING DEGREE CONFERRED

_____ MASTERS' EQUIVALENCY = PROVIDE LETTER OF EQUIVALENCY FROM PDE

_____ MASTERS' + 30 = A TOTAL OF 60 CREDITS BEYOND CONFERRED BACHELOR'S DEGREE WITH EARNED MASTERS' DEGREE. PROVIDE OFFICIAL, SEALED TRANSCRIPT(S) SHOWING ALL 60 CREDITS

_____ SENIOR CAREER TEACHER = PROVIDE OFFICIAL, SEALED TRANSCRIPTS SHOWING ALL 90 CREDITS or CONFERRED PHD and A COPY OF YOUR DUAL CERTIFICATION or K – 12 CERTIFICATE

_____ OPEN FILE- APPLIED FOR A SALARY UPGRADE WITHIN IN THE LAST YEAR or PENDING ADDITIONAL DOCUMENTS FOR A CURRENT APPLICATION

_____ NEW HIRE- HIRED WITHIN THE LAST SCHOOL YEAR

Employee Signature _____

OFFICE USE ONLY

SENIOR CAREER TEACHER

DEGREE CONFERRED: YES / NO

SALARY: _____

DUAL CERT: YES / NO

OF CREDITS: _____

STEP: _____

10 COMPLETE YEARS

EFFECTIVE DATE: _____

RETRO DUE: YES / NO

TEACHING WITH SDP: YES / NO

CHECK DATE: _____

RETRO ROST DATE: _____