



SEPTEMBER 2020

TO: Compensation Specialist
Human Resources Department

FROM: _____

SCHOOL: _____

SUBJECT: **HORIZONTAL SALARY SCHEDULE MOVE FOR 2020-21**

_____ I have attached "official" transcripts verifying the horizontal salary schedule move noted below.

_____ I have attached "official" transcripts; however, I do not plan to move on the salary schedule this year.

I will qualify to move:

From Column _____ to Column _____

Signature of Employee

Date