

**Miami Trace Local School District
Salary Upgrade Application**

Teacher: _____ **Date:** _____

Request (check one)

_____ 150 Hours

_____ Masters +15

_____ Masters

_____ Masters +30

Please attach original transcripts.

I have completed the hours/degree indicated above and request a salary upgrade.

Teacher Signature _____

-----Please do not write below this line-----

Date Application Received: _____

Hours/Degree Verified: _____

Approved: _____

Denied: _____

*Total Semester Hours for EMIS: _____

Verifying Official:

*Returned to Teacher: _____

Date Forwarded to Superintendent: _____

Superintendent Approval: _____

Date Forwarded to Treasurer: _____

Date Processed: _____

Teacher Notified: _____ by: _____

*Comments: