

Level Change Request



Employee Name:

Signature:

Please indicate the level advancement you are applying for:

- Bachelor's + 20 (Bachelor's received date: _____)
- Master's Degree
- Master's + 30 (Master's received date: _____)
- Master's + 60 (Administrators Only)
- Doctorate Degree, National Board Certification, and/or ASHA (American Speech Language Hearing Association Certification)

Details:

- Applications will not be processed unless accompanied by **official transcripts** and/or certificates of completion for professional development that has resulted in college/university credit and/or Utah State Board of Education credit (and is recorded in the employee's Midas Record). USBE credits count toward level advancements, but USBE relicensure points do not. **All credits must be earned after the degree was awarded.**
- Electronic transcripts can be sent electronically directly to Human Resources at: smithjamie@ogdensd.org.
- If you are mailing transcripts, our mailing address is:
 - **Ogden School District - Attn: Human Resources 1950 Monroe Blvd Ogden, Utah 84401**
- Your MIDAS transcript can be sent via email and does not need to be an official document.
- Salary changes due to increased education will be accepted at any time during the year. Human Resource will consider the change and process the documentation within 30 days.
- If your transcripts are received after your normal contract has ended (i.e. over the summer), the level advancement will be effective with the first paycheck of the new school year.

Please note: We are able to update Cactus to reflect a Bachelor's +20 and Master's +30 without having to send transcripts to USBE, however, we cannot update a Master's Degree. USBE will accept electronic transcripts sent directly from your university, or an opened mailed copy from us as long as we certify that they were opened by Human Resources.

Human Resources Director Signature

Date

Human Resources Use Only:

Received Date: _____

Effective Date: _____

Current Level: _____

Moved to Level: _____