



## Salary Schedule Contract Change Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

Current Ed Level: \_\_\_\_\_ Change Ed Level: \_\_\_\_\_

College/University where credits were earned: \_\_\_\_\_

Last class taken: \_\_\_\_\_ Date completed: \_\_\_\_\_

Total Credits Earned from last completed degree: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Principal's Signature

Please submit this form to Nathan Tillema and have your official transcripts with level of degree noted emailed to [humanresources@godfrey-lee.org](mailto:humanresources@godfrey-lee.org) or United States Postal mail to:

Human Resources  
Godfrey-Lee Public Schools  
1324 Burton Street SW Wyoming,  
MI 49509

Administration Use Only

Date form received: \_\_\_\_\_ Date official transcripts received: \_\_\_\_\_

Account# \_\_\_\_\_ Change Amount: \_\_\_\_\_

Approved: \_\_\_\_\_

Superintendent's Signature

\_\_\_\_\_

Date