

HOBBS MUNICIPAL SCHOOLS
APPLICATION FOR ADDITIONAL STEP ON SALARY SCHEDULE

Name: _____ Date _____

School: _____

1. All hours beyond the Bachelor's Degree or Master's Degree must have been earned after the date of receiving the degree(s).
2. All hours beyond the Master's Degree must be graduate level hours (or approved undergraduate hours) and have been earned after the Master's Degree.
3. Official transcripts must be on file in Human Resources Office by September 1st for payroll purposes. Transcripts for Master's degree must show date conferred.

Application for: BA + 15 _____ MA + 15 _____
BA + 45 _____ MA + 45 _____
MA _____

Date/College awarded Bachelor's _____ / _____

Date/College awarded Master's _____ / _____

Hours earned after receiving degree(s):

DATE	COURSE	COLLEGE	HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature

APPROVED: _____
Assistant Superintendent for Human Resources

DATE: _____