

ANCHORAGE SCHOOL DISTRICT
TOTEM REQUEST FOR PAY INCREASE & QUALIFICATION FOR NCLB POSITIONS

Employee Name _____

Social Security # _____

Position Title _____

Work Location _____

This form serves as application/notification to the Human Resource Department that you have met the criteria for a pay increase and/or the educational requirements to hold a NCLB paraprofessional position, as outlined in the Totem contract, Section 507.1 Professional Certificates/Education.

CHECK THE APPROPRIATE BOXES BELOW:

Professional Standards Program (PSP) Certificate Increase

Employees must submit the PSP Check-Off List with this form to be considered for the salary increase.

<input type="checkbox"/> Basic (HR Code: 2BSC)	<input type="checkbox"/> Basic Certificate Renewal	2%
<input type="checkbox"/> Associate Professional (HR Code: 2APR)	<input type="checkbox"/> Associate Professional Certificate Renewal	2%
<input type="checkbox"/> Associate Degree (HR Code: 3ADR)	<input type="checkbox"/> Associate Degree Certificate Renewal	3%
<input type="checkbox"/> Advanced I (HR Code: 4A01)	<input type="checkbox"/> Advanced I Certificate Renewal	4%
<input type="checkbox"/> Advanced II (HR Code: 4A02)	<input type="checkbox"/> Advanced II Certificate Renewal	4%
<input type="checkbox"/> Advanced III (HR Code: 6A03)	<input type="checkbox"/> Advanced III Certificate Renewal	6%
<input type="checkbox"/> Bachelor's Degree (HR Code: 6BDR)	<input type="checkbox"/> Bachelor's Degree Certificate Renewal	6%
<input type="checkbox"/> Master's Degree (HR Code: 7MDR)	<input type="checkbox"/> Master's Degree Certificate Renewal	7%

Other Certificates:

<input type="checkbox"/> Certified Administrative Professional (CAP) Certificate (HR Code: CAP6)	6%
<input type="checkbox"/> Certified Professional Secretary (CPS) Certificate (HR Code: CPS6)	6%

NO CHILD LEFT BEHIND (NCLB)

Employees must submit official transcripts or the HELP Assessment & Review Certificate of Completion with this form to be considered for the 2% pay increase and or to meet the NCLB qualifications. *Employees applying for the 2% pay increase below will automatically be qualified for NCLB positions.*

Pay Increase

<input type="checkbox"/> 48 College Credits (HR Code: 2C48)	2%
<input type="checkbox"/> HELP Assessment and Review Certificate of Completion (HR Code: 2HLP)	2%

Qualification for NCLB Positions

<input type="checkbox"/> 48 College Credits (HR Code: C1)
<input type="checkbox"/> HELP Assessment and Review Certificate of Completion (HR Code: PA)

Human Resource Department Use Only:

Effective Date _____ Next Award Date _____ Educational Code _____ % _____
 (For PSP Only)

Employee ID _____ HR Specialist Signature _____ Date _____ HR 6/2004