

**School District of Waupaca  
Request for Change in Teacher Pay**

To: District Administrator

From: \_\_\_\_\_

Changes in pay for teachers are made at three different dates: September 15<sup>th</sup>, January 20<sup>th</sup>, and April 15<sup>th</sup>. Changes made on or before September 15<sup>th</sup> are for the full year. Changes made after September 15<sup>th</sup> thru January 20<sup>th</sup> are for one-half the pay increase, and changes made after January 20<sup>th</sup> through April 15<sup>th</sup> are for one-fourth the pay increase.

**A copy of a transcript or grade slip must be attached to this form.**

Change in teacher pay:

- A. The change is for the full year, I will move from Step \_\_\_\_\_ to Step \_\_\_\_\_ with a pay increase of \$\_\_\_\_\_.
  
- B. The change is being made by January 20<sup>th</sup>, I will move from Step \_\_\_\_\_ to Step \_\_\_\_\_ with one-half of the increase payable for the second semester. One-half of the total increase of \$\_\_\_\_\_ is \$\_\_\_\_\_. This amount will be payable over the remaining checks for the current school year.
  
- C. The change is being made by April 15<sup>th</sup>, I will move from Step \_\_\_\_\_ to Step \_\_\_\_\_ with one-fourth of the increase payable for the fourth quarter. One-fourth of the total increase of \$\_\_\_\_\_ is \$\_\_\_\_\_. This amount will be payable over the remaining checks for the current school year.
  
- D. My total pay is changed from \$\_\_\_\_\_ to \$\_\_\_\_\_ based on the step change listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dist. Adm. \_\_\_\_\_ Date: \_\_\_\_\_

Date of Board approval: \_\_\_\_\_

A copy of this change in pay will become an addendum to the teachers' individual contract when officially approved by the Board of Education.

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