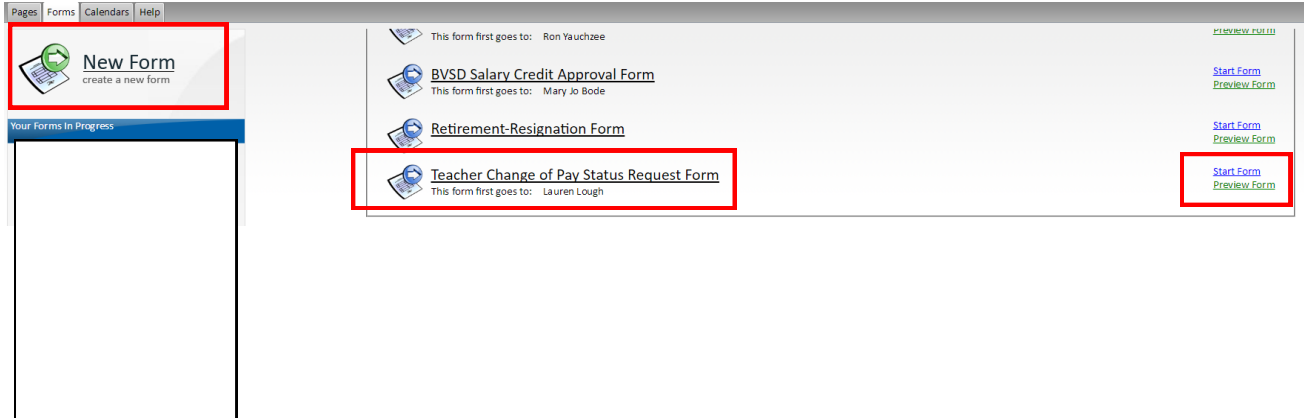


Instructions for Completing the Teacher Change of Pay Request Form

Open the form

Go to Employee Portal and log in with your network credentials. (bvsd.org > BVSD A-Z > AppliTrack: Employee Portal) Click on the Forms tab > click New Form > Scroll down to find the Teacher Change of Pay Request form > Click Start Form.



After the form opens, click OK, Continue.

The screenshot shows the 'Teacher Change of Pay Status Request Form' interface. At the top, it says 'Organization: Boulder Valley School District' and 'Employee: [input field]'. Below that, it says 'Assigned To: Employee [input field]'. A blue banner reads 'Boulder Valley School District'. The text below the banner says: 'Thank you for taking the time to help us with this form. You only have to complete one page. If you have any trouble completing or submitting the form, [Request Technical Help](#). Click the "Continue" button below to begin.' At the bottom, there is a button labeled 'OK, Continue' which is highlighted with a red border.

Fill out the form


Fill out the form. Once completed, the form will go to Human Resources. You will receive an email notification once HR has completed the approval process.

Teacher Change of Pay Status Request Form

Organization: **Boulder Valley School District** Employee:

Assigned To: Employee

[Show History](#)


 Please answer the questions below.

[Print Form](#)

Name: Gene Kelly

Employee Number: 200002

School/Department: Position:

Date:  Pay Lane Requested:

Courses may be:

- College or University credit from an accredited institution (North Central or equivalent), applicable or related to teaching area or district goals, and satisfactorily completed, **AND/OR**
- BVSD programs or courses identified as “for salary credit” and satisfactorily completed.

Please note:

- It is the employee’s responsibility to initiate requests for horizontal increases.
- Quarter hours are converted to semester hours by two-thirds. (quarter hours X 2/3 = semester hours)
- Request must be accompanied by proof of successful completion - grade slips and unofficial transcripts are acceptable **provided official transcripts are submitted within 60 days.**Please have electronic transcripts sent to you so you are able to upload them to this request.****
- Requests submitted between June 1 and October 15 will take effect in November and be retroactive to the beginning of the current work year.
- Requests submitted between October 16 and May 31 will take effect the first work day of the following month.
- **Employees may only earn up to 12 semester hours of coursework in a calendar year (January 1st-December 31st) that will be considered as qualifying toward horizontal movement each calendar year.**
- Accredited graduate degree programs, or programs that result in an endorsement, certification, or licensure (e.g. National Board Certification, BVSD/CU *Bueno* Program, BVSD recognized cohorts) are exempted from the 12-credit cap

Courses will be shared with supervisor in accordance with D-7 and D-8 of the Negotiated Agreement

Complete the form

List your credits and attach your transcripts. Click Save as Draft to continue working on the form later or click Submit if the form is complete.

List Credits earned since last horizontal movement below:

Institution or BVSD	Class Title	Date Earned	Semester Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload proof of completion:

Add a File

Questions may be directed to Chyrise at chyrise.domenico@bvsd.org or 720.561.5043.

Save as Draft

Submit Form