

SCHOOL DISTRICT OF PHILADELPHIA  
HUMAN RESOURCES  
CERTIFICATION, SUITE #221  
440 NORTH BROAD STREET  
PHILADELPHIA, PA 19130

REQUEST TO OPEN A FILE FOR SALARY UPGRADE  
DOCTORATE, MASTERS' DEGREE, MASTERS' EQUIVALENCY, MASTERS'+30 OR SENIOR CAREER TEACHER

**ALL SALARY UPGRADES, EXCEPT FOR MASTER'S EQUIVALENCY, ARE EFFECTIVE THE FIRST DAY OF THE PAY PERIOD IN WHICH THE COMPLETE APPLICATION IS RECEIVED. A COMPLETE SET OF OFFICIAL SEALED TRANSCRIPTS MUST BE PRESENTED WITH THIS APPLICATION.**

**PLEASE NOTE: IN ORDER TO FACILITATE PROCESSING SALARY UPGRADES, WE DO NOT ACCESS TRANSCRIPTS PREVIOUSLY PRESENTED**

**\*\*DO NOT SEND TRANSCRIPTS SEPARATELY – INCLUDE THEM WITH THIS COVER SHEET\*\***

DATE \_\_\_\_\_

NAME \_\_\_\_\_ E MAIL ADDRESS: \_\_\_\_\_

COMPLETE SS# or SDP EIDN \_\_\_\_\_ HOME/CELL NUMBER :(\_\_\_\_) \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PLEASE CHECK THE APPROPRIATE SELECTION

\_\_\_\_\_ DOCTORATE DEGREE = PROVIDE AN OFFICIAL, SEALED TRANSCRIPT SHOWING DEGREE CONFERRED

\_\_\_\_\_ MASTERS' DEGREE = PROVIDE AN OFFICIAL, SEALED TRANSCRIPT SHOWING DEGREE CONFERRED

\_\_\_\_\_ MASTERS' EQUIVALENCY = PROVIDE LETTER OF EQUIVALENCY FROM PDE

\_\_\_\_\_ MASTERS' + 30 = A TOTAL OF 60 CREDITS BEYOND CONFERRED BACHELOR'S DEGREE WITH EARNED MASTERS' DEGREE. PROVIDE OFFICIAL, SEALED TRANSCRIPT(S) SHOWING ALL 60 CREDITS

\_\_\_\_\_ SENIOR CAREER TEACHER = PROVIDE OFFICIAL, SEALED TRANSCRIPT(S) SHOWING ALL 90 CREDITS or CONFERRED PHD and A COPY OF YOUR DUAL CERTIFICATION or K – 12 CERTIFICATE

Employee Signature \_\_\_\_\_

OFFICE USE ONLY

SENIOR CAREER TEACHER

DEGREE CONFERRED: YES / NO  
# OF CREDITS: \_\_\_\_\_

SALARY: \_\_\_\_\_  
STEP: \_\_\_\_\_

DUAL CERT: YES / NO  
10 COMPLETE YEARS

EFFECTIVE DATE: \_\_\_\_\_  
CHECK DATE: \_\_\_\_\_

RETRO DUE: YES / NO  
RETRO ROST DATE: \_\_\_\_\_

TEACHING WITH SDP: YES / NO