

**Fall Creek School District  
Support Staff  
Additional Salary Step  
Movement Request**

**(2023-2024, 2024-2025, 2025-2026 Only)**

<b>Staff Member Name</b>	
<b>Submission Date</b>	

- 1) Prior Approval for Additional Salary Step Movement is required. (Attach a copy of approved form)
- 2) Attach the 18 edWeb Certifications you are using for additional salary step movement. (These certifications have not been used for Merit Pay.)
- 3) Submit this form with the above items attached.

Additional Level Movement Requests must be submitted no later than **May 31** for the additional level movement to occur in the next school year.

I, \_\_\_\_\_, am requesting

Mark one of the following:	
<input type="checkbox"/>	Additional Salary Step Movement
<input type="checkbox"/>	One-time payout of \$1,250 on the September 30th payroll as I am currently at the top of the salary schedule in my position.

I have attached the required evidence and prior approval form. I am certifying that the edWeb Certifications I am attaching have not been used for merit pay points.

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date

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I approve the evidence submitted by this person and approve the requested level movement.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date