

Horizontal Movement Form

(Negotiated Policy: GBABA-R2-N)

Directions: Print and fill out this cover sheet and attached relevant certificates to submit to the Director of Academic Affairs. You will also need to fill out the professional development summary form found on the staff forms webpage. This summary sheet may be difficult to work through but it is the form you must fill out for CDE licensing. This will reduce your work in the long run and make license renewal easier. You will need a separate scan for each certificate to be ready for your CDE renewal.

Employee name _____

Salary schedule column change from _____

Salary schedule column change to _____

Employee signature _____

Approval _____

(Director of Academic Affairs)

(Date)

Notes _____
