

Contract Placement and Salary Advancement Request

Name _____

Date Requested: _____

All certified staff must complete and submit this form prior to taking any class and/or at the end of each contract year. Employees are encouraged to return this to the personnel manager as soon as the information necessary for the form's completion is available.

Presently I am at column _____, step _____ on the salary schedule. I have _____ additional credit hours beyond this column.

_____ I am ***NOT ENROLLING*** in any classes prior to the start of the next contract year.
NOTE: if this is the case, you are not required to complete the remainder of this form. Please submit to the business manager at your earliest convenience.

_____ I ***AM ENROLLING*** in the following classes prior to the start of the next contract year. When completed, I (will) (will not) move across on the salary schedule for the next contract year. Upon approval, the following requested hours will put me at column _____ step _____ with _____ additional hours beyond my column. ***Official transcripts*** for the following approved classes must be submitted prior to August 15th to be applied in the subsequent year's employee placement on the salary schedule. Transcripts submitted after the August 15th deadline will NOT be applied to the immediate subsequent year's employee placement on the salary schedule, but will be applied to the years following the immediate subsequent year.

I have indicated below which of the following categories will justify the approval of these hours.

- _____ 1. A maximum of 18 hours may be allowed for graduate hours in a non-teaching field for advancement on the salary schedule.
- _____ 2. Full undergraduate credit may be allowed for advancement on the salary schedule on the approval of the Superintendent.
- _____ 3. The courses requested for approval do not fall within 1 or 2 above, nor 4 or 5 below and are in my current teaching field.
- _____ 4. Administratively approved graduate hours earned in a Masters program in education are for movement and placement on the salary schedule.
- _____ 5. Credit for hours taken beyond the Masters Degree must be granted by the Superintendent for advancement on the salary schedule, and hours taken must be in the teaching field or a related subject agreed to by the Superintendent. (For example, administration, counseling, technology.)

I understand prior approval is required for all courses.

<u>Number of Hours</u>	<u>Course Title</u>	<u>When to be completed</u>

Employee Signature

Principal Signature

Superintendent Signature

Date Authorized

Approved: 9/13/2010

Reviewed: 4/10/2017

Revised: 5/08/2017