

### 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 15<sup>th</sup> to be applied in the subsequent year's employee placement on the salary schedule. Transcripts submitted after the August 15<sup>th</sup> 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.**

Number of Hours

Course Title

When to be completed

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

Principal Signature: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

Date Authorized: \_\_\_\_\_