



**Evaluation of Credits for Advancement on Salary Schedule**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Current Placement \_\_\_\_\_ Classes Will Advance Me on Salary Schedule Yes \_\_\_ No \_\_\_

**COURSE OR ACTIVITY TO BE EVALUATED:**

1. \_\_\_\_\_  
Course Name Course Number School

\_\_\_\_\_ Class Begins-Month/Year Hours Credit

**SEE INFORMATION ON BACK**

2. \_\_\_\_\_  
Course Name Course Number School

\_\_\_\_\_ Class Begins-Month/Year Hours Credit

3. \_\_\_\_\_  
Course Name Course Number School

\_\_\_\_\_ Class Begins-Month/Year Hours Credit

4. \_\_\_\_\_  
Course Name Course Number School

\_\_\_\_\_ Class Begins-Month/Year Hours Credit

**If after completing the above graduate hours you will receive your Masters, please check this box.**

**FOR OFFICE USE ONLY**

**PRINCIPAL APPROVAL:**

**SUPERINTENDENT APPROVAL:**

\_\_\_\_\_  
\_\_\_\_\_  
**Date**

Approved \_\_\_\_\_  
**Date**  
Denied \_\_\_\_\_  
**Date**

**Reason for Denial:**

\_\_\_ Did not receive advance approval of class(s). Resubmit this form along with grades in twelve months.

\_\_\_ Not in an approved Masters Program.

\_\_\_ Other \_\_\_\_\_

**CREDIT COMPLETED** \_\_\_\_\_  
(Date)

## **HORIZONTAL ADVANCEMENT:**

A teacher wishing to move horizontally on the salary schedule must meet the following criteria.

- a. All hours applied toward the salary schedule for advancement shall be semester hours or quarter hours converted to semester hours and **must be approved in advance by the Superintendent.** \*
- b. All hours beyond the B.A. or B.S. level must be graduate hours.
- c. All courses past BA+9 must be in a course of study leading toward a masters degree in education which has been approved by the superintendent or his/her designee. Staff at BA+10 or higher as of September 1, 2011 will be grandfathered at their current step and may move horizontally without being in a masters or doctoral program. Any teacher less than BA+9 as of September 1, 2011 may move horizontally to BA+9 but to advance beyond must be in an approved masters program. New hires will be placed at appropriate level, but must be in a masters program to advance beyond their approved entry level.
- d. Any deviation from the stated, allowed courses must be approved by the Superintendent.
- e. Employees earning approved hours to qualify for horizontal movement on the salary schedule must notify the Office of the Superintendent, in writing, on or before June 1 of the year in which they expect to advance.
- f. Progression beyond the Master's column: hours earned in excess of the requirement for the master's degree will not count toward placement on the salary schedule columns beyond the MA00 column. In order to advance horizontally past the MA00 column, hours must be taken after master's degree has been awarded.

Such credit must be completed by September 1 and verification of credit shall be by official transcript. The Superintendent may extend the deadline beyond September 1 when a delay is caused by a college or university.

---

\* If advanced approval by the superintendent, as indicated in paragraph **a**, is not obtained, the teacher will have to wait 12 months from the time of requesting the approval before the hours, **IF THEY ARE APPROVED**, can be used for horizontal advancement the following school year.