

**THIS FORM TO BE SUBMITTED TO THE ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION FOR APPROVAL ONLY AFTER ALL COURSES HAVE BEEN COMPLETED.**  
***NOTE: PROPER DOCUMENTATION OF COURSES MUST BE ATTACHED.***

**DOCUMENTATION OF REQUEST FOR SALARY SCHEDULE ADVANCEMENT**

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

POSITION: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

1. REQUESTING ADVANCEMENT TO (circle one): MASTERS M+15 M+30 M+60 M+90

2. PRESENT DEGREES HELD (ex: B.S. in Education, MA in Math), COLLEGE OR UNIVERSITY THAT AWARDED DEGREE(S), DATE AWARDED (include month), AND TOTAL CREDITS:

DEGREE	COLLEGE OR UNIVERSITY	DATE	CREDITS

3. LIST ALL COURSES WHICH WILL MAKE YOU ELIGIBLE FOR THE ADVANCEMENT CIRCLED IN #1 ABOVE.

COURSE NO.	COURSE TITLE	COLLEGE/OTHER	TERM/YEAR	CREDITS

4. TOTAL NUMBER OF CREDITS YOU BELIEVE MAKES YOU ELIGIBLE FOR THE ADVANCEMENT CIRCLED IN #1 ABOVE: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Sarah Shannon, Assistant Superintendent