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**REQUEST FOR HORIZONTAL ADVANCEMENT ON THE SALARY SCHEDULE**

**LEA Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

18.06 **Advancement on the Salary Schedule**

18.0601 **Horizontal Advancement** (Appendix M)

A. Graduate level programs, or additional courses taken in the LEA member’s licensed content area, school administration, and/or educational pedagogy or courses taken within the college of education will entitle a member to move horizontally on the salary schedule in accordance with the columns as defined in 18.0502.

B. Any member who achieves National Board Certification will be permitted to move one column horizontally. (Appendix M)

C. The member will provide satisfactory evidence of such completion to the employer. Satisfactory evidence shall be an official transcript or a letter of course work completion, issued by the appropriate institution or program. (Appendix M)

D. Payment on the new column will be effective at the start of the contract year and will commence no later than the October 15th pay date provided the employer has been given satisfactory evidence on or before September 15th. This may require retroactive payment.

E. Members may only move horizontally one (1) column per school year.

F. A member shall advance horizontally on the salary schedule by successfully completing sufficient course work or a higher degree is earned from an institution accredited by the National Council for Accreditation of Teacher Education or a regional accreditation association.

It is the teacher’s responsibility to ensure this form is completed and submitted along with the documents listed above **on or before September 15th each year** in order to be considered for advancement on the salary schedule.

I am requesting that the enclosed transcripts from the following universities be reviewed for advancement (*list the names of the universities from which you are submitting transcripts below*)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have earned additional education credits beyond my current degree to advance

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (A, B, C, D) (B, C, D)

I understand that it is my responsibility to ensure that all **official transcripts** are submitted to the Human Resources Office on or before **September 15th** for advancement on the salary schedule for that current school year. Requests for advancement received after September 15th will be held for the following school year.

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LEA Member Signature Date