

APPLICATION FOR HORIZONTAL ADVANCEMENT

Name _____
Last First

Current placement on Salary Schedule Degree _____ Step _____

Actual number of hours above your degree _____

Please list the courses you plan to take

| Course No. | Title | School | Credit Hours | CEU Hours | Expected Completion Date |
|------------|-------|--------|--------------|-----------|--------------------------|
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TOTAL SEMESTER HOURS _____

Do you expect to move horizontally on the salary schedule upon completion and acceptance of the classes listed, plus the submission of **OFFICIAL TRANSCRIPTS**? Yes No

If "yes", what do you think your new placement should be? Degree _____ Step _____

If "no", what do you think your new total hours should be? Degree _____ Step _____

Degree _____ Salary Placement _____

Submission Date _____

Signature of Applicant _____

DISTRICT USE ONLY

DATE RECEIVED _____ APPROVED _____

DATE COPY OF APPROVED COURSE FORWARDED TO EMPLOYEE _____

We need more information: Transcripts Other _____

Superintendent Date

Final Evaluation
 Approved _____ hours
 No Transcripts
 Partial Transcripts

Move to Degree _____ Step _____ with an increase of
\$ _____ (amount based on current schedule to begin
November 20 _____ February 20 _____

Superintendent Signature

Date Final Evaluation Returned