

SCHOOL DISTRICT NO. 25

APPLICATION FOR ADVANCEMENT TO THE NEXT INTERIM STEP ON THE SALARY SCHEDULE

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CHECK AND BE CERTAIN COURSES TAKEN ARE WITHIN THE GUIDELINES OF DISTRICT POLICY. PLEASE READ POLICY 7203 BEFORE COMPLETING THIS FORM.

Written application must be made for advancement, the deadline for submitting **applications is September 1**. The deadline for submitting **transcripts is September 15**.

Name _____ Phone _____

Address _____ School _____

Current Placement on Salary Schedule _____

Request Advancement to: BA _____ BA+24 _____ MA _____

List courses completed since your last interim step placement. If additional space is needed use back of this form. If you're requesting movement from BA to BA+24 it will be necessary for you to list all of the 24 credits you wish to apply to this movement.

COURSE # and TITLE	YEAR	INSTITUTION	# Semester Hours

All credit hours must be verified by **official** transcripts by September 15.
 Transcript Attached _____ Will Be Sent _____ Transcript on file _____

Applicant's Signature _____

Human Resource Department _____

