

**Application for Horizontal Promotion 2024 – 2025 School Year**

1. Application for horizontal promotion on the salary schedule must be received by the Human Resources office by **March 29, 2024** in order to be effective for the **2024– 2025** school year.
2. Horizontal promotion shall be verified by official transcripts on or before **October 1st** of the school year in which the salary increase is to be effective (**2024 – 2025**).
3. Official transcripts must be provided to the PVSD Human Resources Department upon successful completion of the course(s).
4. The academic units which qualify the unit member for horizontal promotion shall be supported by evidence of completion by the first day of service if such credit is to be reflected in the **September 30, 2024** paycheck.

Horizontal Promotion includes movement from column to column for graduate credit courses.

Name:	Assignment:
Date:	Site:

2023– 2024 Step & Column

Step	Column

Anticipated 2024 – 2025 Step & Column

Step	Column

Number of qualified semester units to be completed prior to the **1<sup>st</sup> day of the 2024 - 2025** school year:

Course Number	Course Title	University	Semester Hours	Date of Completion	Grade

\*The actual course that was originally applied for must be the course completed.

I understand the following constraints are placed on horizontal promotion:

\_\_\_\_\_  
Signature Date

Office Use Only		
Official Transcripts		
University	Completed Units	Date Received
Horizontal Promotion		
Step	Column	Pay Warrant Month

