

Request for Advancement on the Salary Schedule (rev. 2025)

If requesting advancement on the salary schedule, please submit this form to the Superintendent's Office no later than *September 1* per the Ohio Revised Code 3317.14.

Satisfactory evidence of the *completion of coursework from an institution accredited by CAEP, Council for the Accreditation of Educator Preparation*, per the Negotiated Agreement, leading to advancement on the salary schedule is required to be on file in the central office by the fifteenth (15th) day of September.

Name _____ Date _____

Building _____

I am requesting that I be advanced to the following level on the salary schedule:

_____ Five Years 150 undergrad hours

_____ BA + 20 graduate hours

_____ Master's

_____ Master's + 15 (can use up to 12 CEU's which equal 4 grad hrs.)

_____ Master's + 30

_____ PhD

I understand that satisfactory evidence of the completion of coursework *from an institution accredited by CAEP (Council for the Accreditation of Educator Preparation)* must be on file by September 15. Satisfactory evidence is defined as an official transcript; if a transcript is not yet available, a letter from the university will suffice until such time a transcript can be obtained. The letter must be specific regarding the coursework completed.

Signature

If you have any questions, please contact Rhonda Kapper at ext. 61-7504.

