

**The Somerset Hills School District**  
**Request for Salary Guide Advancement**

Name: \_\_\_\_\_

***Official transcripts for salary guide advancement must be attached.  
Official transcripts must be delivered to the Human Resource office in a sealed envelope from the institution where courses were taken. Electronic email sent directly form the institution to [kmehan@shsd.org](mailto:kmehan@shsd.org) is also acceptable.***

Select one of the following options:

- a) \_\_\_\_\_ I have received my Masters degree
- b) \_\_\_\_\_ I have accumulated 15 credits beyond my current Masters degree level:
- \_\_\_\_\_ MA to MA+15
- \_\_\_\_\_ MA+15 to MA+30
- \_\_\_\_\_ MA+30 to MA+45
- \_\_\_\_\_ MA+45 to MA+60/Doctorate \*

*\*Effective July 1, 2012, newly hired certificated staff members are not eligible to advance beyond MA+45 without an earned Doctorate.*

List the number of credits to be applied for this salary guide advancement only:

# of graduate credits \_\_\_\_\_

# of PDI credits \_\_\_\_\_

**General Information:**

- 1) Courses must be completed prior to September 1 to be considered for salary guide advancement.**
- 2) Official transcripts, list of PDI course and this form must be submitted to the Personnel office by October 1. Official transcripts must be in a sealed envelope from the college or university. Electronic email sent directly form the institution to [kmehan@shsd.org](mailto:kmehan@shsd.org) is also acceptable.**
- 3) Salary guide advancements occur at the October Board meeting and are retroactive to September 1.**

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

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For Office Use Only

\_\_\_\_\_ Credits Verified  
\_\_\_\_\_ Copy to Employee  
\_\_\_\_\_ BOE approval occurs at the October BOE meeting or upon ratification of the collective bargaining agreement