

Austintown Local Schools

“Prior-Approval LPDC Request for Masters Degree and Beyond/Column Movement” for AEA Members

This form must be completed prior to beginning any coursework to be approved. Coursework must be obtained on your own time and own expense

According to AEA Contract Section 9.042 Masters Degree and Beyond/Column Movement:

When a member of the bargaining unit desires to move laterally on the salary schedule, additional hours (equivalents of semester hours) for professional growth must satisfactorily meet the following tests:

- Hours must be completed through an accredited graduate school.
- Hours must be earned in the general field of education or fall within the range of the instructor's immediate teaching field.
- Hours must be graduate level designated courses.
- Hours must have received prior approval by the LPDC in writing.
- Hours must meet any additional requirements established by the LPDC.

Teacher's Name: _____ **Building:** _____ **Date of Request:** _____

My intent of this request is take this course(s) to move laterally on the salary schedule to achieve the following:

☐ **B + 15** ☐ **M (Masters)** ☐ **M + 15** ☐ **M + 30** ☐ **PH.D**

Step 1: List the name of the accredited graduate school you plan to attend: _____

Helpful accreditation website links:

- [Database of Accredited Postsecondary Institutions and Programs by U.S. Department of Education](#)
- [Education Program Finder by the Ohio Department of Higher Education \(ODHE\)](#) (if pursuing an ODE license, the Educator Preparation Program Finder is the complete list of Chancellor-approved programs that lead to Ohio licensure/endorsement)

Step 2: What is your immediate teaching field: _____

If pursuing a Masters Degree, list the degree concentration: _____

(must be in the general field of education or fall within the range of your immediate teaching field)

Step 3: List the graduate level course(s) you plan to take. Complete all fields in the table. You must also submit evidence the course(s) listed are graduate level (program sheet, course of study, course description, etc). Your evidence should also include the name of course(s) and how the credits for the course(s) will be transcribed.

(Official college/university transcripts will be needed when submitting “Request for Change of Salary Category” form):

Institution	Term/Year	Sem. Hrs	Qtr. Hrs	Course Title	Course Number

Date the LPDC reviewed this request: _____

☐ **The LPDC has approved the hours submitted.**

If these hours will also be used to renew a current license, these hours MUST also be submitted in the IPDP System.

☐ **The LPDC has denied the hours submitted.**

However, these hours may be appropriate for license renewal and must be submitted in the IPDP System.

Reason: _____

IMPORTANT NOTE: A copy of this request will be filed in your personnel file, but all employees should retain a copy for your records. Once you complete your coursework, you must complete and submit the “Request for Change of Salary Category Notice” by June 1st as noted in AEA Contract Section 9.0421.

REV 12/4/2025