



To: All Certificated Teachers
From: Amanda Spence, Administrative Assistant to the Assistant Superintendent for Personnel & Planning

If you have completed additional hours of graduate credit at an accredited college or university which advances you on the salary schedule, you must report this training to the Personnel Office. Please include only those courses for which you have actually enrolled. Use the form below to indicate additional training.

First semester pay increases:

In order for this additional training to be reflected in your first semester's pay for the school year, we must receive this form no later than August 1. Information received by the Personnel Office after August 1, will be used to make salary adjustments mid-year. Official transcripts are to be sent directly to this office from the educational institution as soon as possible and no later than November 1. Courses which end after the beginning of the school year, will not advance you on the salary schedule until mid-year. See Article 15, Section A of the Professional Agreement.

Mid-year increases:

In order for this additional training to be reflected in your second semester's pay for this school year, we must receive this form no later than January 15. Information received by the Personnel Office after January 15, will be used to make salary adjustments for the first semester's pay of the following school year. Official transcripts are to be sent directly to this office from the educational institution as soon as possible and no later than March 30. Courses which end after February 15, will not advance you on the salary schedule until next year. See Article 15, Section A of the Professional Agreement.

Records of grades may not be substituted for official transcripts.

If submitting the transcripts via e-script, please have the transcripts sent directly to aspence@sd25.org.

Refer to Article 15, Section D (page 15.04) for the limitations on graduate school coursework.

Name _____ Building _____

As a result of the following graduate credit(s), my place on the salary schedule is _____. I have requested transcripts of this work to be sent to the Personnel Office. (Please print.)

Graduate Courses Title and Number	Expected Completion	Semester Hours	College or University

Teacher's Signature

Office: Current Step: _____ Current Lane: _____