



Licensed Staff Degree Advancement Process

If you have completed coursework over the summer and are curious about the process to receive an advance on the salary schedule, below are the steps and deadline for each school year.

1) Submit official transcripts:

- via email to: oseverance@nlsd.k12.oh.us
- via US Mail to: Northern Local Schools, Attn: Treasurer's Office, 8700 Sheridan Drive, Thornville, OH 43076
- hand-delivered to our office in the original unopened envelope
- Transcripts must be received in our office *by 3 p.m. on last business day of September* to count toward an advance for the school year.

2) Review:

Once received, the Curriculum Director will conduct a review of all transcripts to verify the cumulative and applicable hours to ensure proper degree placement.

3) Board Approval:

Once cumulative hours are verified, the advance will be included as an item on the next Board agenda for approval.

4) Revised Salary Notice:

After Board approval, you will receive a revised salary notice indicating your new contract amount, gross pay per period, and one-time retro-payment, if applicable.

Transcripts received after the deadline will be held for approval for the following school year.

As always, please feel free to let me know if you have any questions.

Thank you!

Jennie Clifton, Treasurer
jclifton@nlsd.k12.oh.us
(740) 743-1623