

LEWISTOWN PUBLIC SCHOOLS

REQUEST FOR COURSE APPROVAL FOR FUTURE SALARY SCHEDULE ADVANCEMENT
POST-BACHELORS/MASTER'S CREDITS

Please print or type

Name: _____

Date: _____

School: _____

I am requesting that the following program(s) be approved to be used for advancement on the salary schedule when course work is completed and documented.

<u>Department Name and Course No.</u>	<u>University/ College</u>	<u>Course Title in Approved Field</u>	<u>School Year</u>	<u># of Credits per Semester</u>			<u>Superintendent Approval Initials</u>
				Fall	Spr	Sum	

Please attach any relevant information regarding these courses.

Comments:

Signed: _____

Certified Staff Member

Date: _____

Approved by: _____

Superintendent

Date: _____

According to the Collective Bargaining Agreement for the certified teaching staff, teachers wishing to receive salary schedule advancement for additional training need to follow these guidelines:

1. Additional training, up to the BA+30 or MA+30 level, will be recognized only if obtained in the candidates teaching field, if granted by an accredited college of university.
2. Teachers are strongly encouraged to obtain written pre-approval from the Superintendent prior to taking additional course work or training for advancement purposes. See Form REQUEST FOR COURSE APPROVAL FOR FUTURE SALARY SCHEDULE ADVANCEMENT.
3. A teacher who takes additional training or course work without obtaining pre-approval takes said course work at his or her own risk without guarantee of salary advancement.
4. A teacher will be granted a hearing by the Board of Trustees if another field is desired.
5. Request any changes in plan of study prior to taking the coursework. Such changes must be approved by the Superintendent.
6. **On or before September 1** in a request year, the teacher shall provide written notice of credits earned to the Business Manager/District Clerk of the School District and request made to advance to the applicable salary column, based on the number of credits earned. See Form WRITTEN REQUEST FOR SALARY ADVANCEMENT.
7. An **official transcript** (to verify the credits taken) must be received in the office of the Business Manager/District Clerk of the Board of Trustees within sixty (60) calendar days after the teacher begins to perform his/her duties.