LICKING VALLEY LOCAL SCHOOL DISTRICT
Salary Advancement Credit Completion Form

Instructions:
Teachers who have completed additional graduate-level semester credit hours to qualify for Bachelors 150, Masters, or Masters+30 must complete this form and submit it to the Superintendent and Treasurer's Office by September 15th for salary schedule advancement. Supporting documentation, including official transcripts, must be attached. Coursework must align with the employee's Individual Professional Development Plan (IPDP) as approved by the Local Professional Development Committee (LPDC). The LPDC will verify that coursework aligns with the approved IPDP but does not approve salary advancement.

SECTION 1: EMPLOYEE INFORMATION

Name: _____

Current Teaching Position: _____

School/Building: _____

Current Salary Classification (Check One):
☐ Bachelors
☐ Bachelors 150
☐ Masters
☐ Masters+30

New Salary Classification Applying For (Check One):
☐ Bachelors 150
☐ Masters
☐ Masters+30

SECTION 2: QUALIFICATION REQUIREMENTS

To qualify for salary advancement, employees must meet the following criteria:

- **Bachelors 150:** Completion of at least 150 total semester credit hours, including coursework beyond the bachelor's degree.
- **Masters:** Completion of a master's degree from an accredited institution.

- **Masters+30:** Completion of 30 additional graduate-level semester credit hours beyond the master's degree.

All coursework must be aligned with the teacher's IPDP and must be relevant to their professional growth and educational role.

SECTION 3: COURSEWORK COMPLETION

Institution(s) Attended: _____

Degree Earned (if applicable): _____

List of Completed Graduate Courses (attach transcripts)

Course Title Course Number Institution Credits Earned Completion Date

SECTION 4: CERTIFICATION AND SIGNATURES

I certify that I have completed the required coursework to qualify for a Bachelors 150, Masters, or Masters+30 classification and have attached official transcripts as proof of completion. I understand that failure to submit this form and required documentation by September 15th may result in a delay in salary schedule advancement.

Employee Signature: _____
Date: _____

SECTION 5: ADMINISTRATIVE REVIEW

Principal Approval
Reviewed by: _____
Signature: _____
Date: _____

Superintendent Approval
Reviewed by: _____
Signature: _____
Date: _____

Treasurer's Office Approval

Reviewed by: _____

Signature: _____

Date: _____

LPDC Verification (IPDP Alignment Only)

Reviewed by: _____

Signature: _____

Date: _____

FOR DISTRICT USE ONLY

☐ Official transcripts attached

☐ Approved for salary advancement

☐ Not approved (reason: _____)

Submit completed form and official transcripts to:

Superintendent's Office & Treasurer's Office

Licking Valley Local School District

Deadline for Submission: September 15th

If you have any questions, please contact the Superintendent's Office or Treasurer's Office.