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.

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

Please attach any relevant information regarding these courses.

Comments:

_____

_____

_____

Signed: _____ Date: _____
Certified Staff Member

Approved by: _____ Date: _____
Superintendent

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+50 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. The Teacher is required to give the Superintendent written notification by **March 1** of intent to advance on the salary schedule for the following school year. See Form WRITTEN REQUEST FOR SALARY ADVANCEMENT.

7. An official transcript must be received in the Clerk's office within sixty (60) calendar days after the teacher begins to perform his/her services.