LEWISTOWN PUBLIC SCHOOLS

WRITTEN REQUEST FOR SALARY ADVANCEMENT

Per the Collective Bargaining Agreement:

On or before March 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 for the following school year, based on the number of credits earned.

PRINTED NAME: _____ DATE: _____

I am formally requesting to move on the salary matrix for Fiscal Year _____.

Current Lane: BA + _____ (10, 20, 30, 40, 50 credits)

Requested Lane: BA + _____ (10, 20, 30, 40, 50 credits)

Master's Stipend: ☐ Yes ☐ No

I understand that I must provide an **official transcript** (to verify the credits taken) to the office of the Business Manager/District Clerk of the Board of Trustees within sixty (60) calendar days after I begin to perform my duties in the year of the requested advancement.

SIGNATURE: _____

To be completed by the Business Office:

Date Received: _____

Name of Business Office Staff: _____

Bachelor's Awarded: _____ Master's Awarded: _____

Original Teaching Certificate Awarded: _____

University:	Term:	Credits:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL CREDITS:		_____