

COLUMBUS COMMUNITY SCHOOL DISTRICT

ADVANCEMENT ON THE SALARY SCHEDULE NOTIFICATION OF MOVEMENT

If you anticipate advancing on the salary schedule for the next school year, complete this form and return it to the district office by **March 31**.

Name _____ Date _____

Advancement from _____ to _____

If you are advancing to the Master Lane, a "Pre-Approval of a Graduate Program" form must be on file in your personnel folder. If classes were taken that are not listed on the pre-approval form, please list those classes below.

If you are advancing to a BA+15 or MA+15 Lane, please list the courses taken, number of graduate hours for each course and the institution conferring the credit. A "Course Approval" form must be on file in your personnel folder for each of the classes you list below.

Course Title	# of Graduate Hours	Institution Granting Credit
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

All verification of course work must be received by **September 1**. A new contract will be issued prior to the start of school, upon receipt of official transcript. You will be advanced temporarily on the salary schedule based upon grade reports received by September 1st, but advancement is not permanent until a transcript is received. **An official transcript must be provided by October 10. If you are receiving a master's degree, the degree must be posted to the official transcript.**

If verification of course work is not provided by the October 10 deadline, movement will not occur. At that point, this request becomes invalid, and if you want to have this movement occur, another application must be made in the year prior to the credit for lane change is made.

Date Received: _____ Principal Approval: _____

Date Received: _____ Superintendent Approval: _____