

TO: Office of the Assistant Superintendent for Curriculum & Human Resources

FROM: \_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Building and Teaching Assignment

DATE: \_\_\_\_\_

SUBJECT: Course Approval for Horizontal Movement on Salary Schedule

I request approval to take the following course work **which, upon presentation of proof of completion**, (Official Transcript) may qualify towards a horizontal move on the salary schedule for the following school year. None of the course work listed has been claimed for salary credit previously.

SUPT'S APPROVAL/ DATE	COLLEGE/ UNIVERSITY	COURSE TITLE	COURSE #	SEMESTER CREDIT HOURS*	LEVEL OF COURSE WORK**	ANTICIPATED DATE OF COMPLETION

This work, when completed, (WILL) (WILL NOT) qualify me for horizontal movement on the salary schedule for the next school year. I understand that August 1<sup>st</sup> is the deadline for course approval to move horizontally on the salary schedule for the upcoming school year.

My anticipated salary schedule placement for the \_\_\_\_\_ school year is:

COLUMN \_\_\_\_\_ LEVEL \_\_\_\_\_

\*Convert all quarter hours to semester hours.

\*\*Graduate, undergraduate, community/junior college or other. (If Community College, Junior College or other, attach a statement of explanation.)

.....  
FOR OFFICE USE ONLY

Actual Number of Hours Verified to date: \_\_\_\_\_

Grade Reports Received \_\_\_\_\_ Transcripts Received \_\_\_\_\_

HORIZONTAL MOVEMENT ON SALARY SCHEDULE TO: \_\_\_\_\_