

HOLLAND PUBLIC SCHOOLS

Request for Salary Advancement

Name

School

Date of Submitting Request

Current Assignment

Current Degree Held

Name of College

Present Contract Status:

Step

Degree/Column

Request Change to:

Degree/Column

Date received Life/Permanent/Continuing Certificate

Please list courses that advance you to the requested change level.

College

Course Title

Semester Credits Earned

Date Completed

Total

Verification: Verification of credits is required within 30 calendar days from the beginning of the semester. **Please attach updated official transcripts.**

(over)

NOTE

Verification of Credits

1. It is the responsibility of the teacher to secure updated official college transcripts that note completion of degree programs and credits beyond the Permanent, Life or Continuing Certificate and MA.

Only college level course credit will be accepted. No audited classes will be accepted.

Consideration for First Semester

2. If a teacher completes course work during the spring and summer months and believe this course work will move them into a new salary column, they must submit a Request for Salary Advancement form.

This notice must be presented prior to the third day school is in session of the contract year. The teacher's contract will be amended to reflect the additional compensation. If a teacher does not establish the validity of this notice by official transcript from the university/college within 30 calendar days, or by a mutually agreed upon later date, the Board shall adjust the salary to the previous level.

Consideration for Second Semester

Same as above, except a Request for Salary Advancement must be submitted prior to the third day of the second semester.