

CENTRAL CITY PUBLIC SCHOOLS
CENTRAL CITY, NEBRASKA
GRADUATE HOUR APPROVAL FORM
REVISED 9/94

Teachers who wish to have a course considered for advancement on the salary schedule must complete this form for each class to be considered. The course needs to be submitted prior to enrollment in the course, unless teachers are enrolling for some other purpose such as personal enrichment or some other reason.

If the course is not in a degree program which has been approved by the Central City Public Schools Office, a copy of the course description and explanation as to why the course would be beneficial needs to be attached to this document.

The Central City Public Schools requires that hours taken for advancement on the salary schedule meet the following criteria: (Taken from Central City Public Schools Statement of Additional Provision, Negotiations Agreement of the Central City Public Schools).

A teacher wishing to move horizontally on the salary schedule must meet the following criteria:

- A. All hours beyond the B.A. must be graduate hours, with the exception that undergraduate hours may be recognized for horizontal movement on the salary schedule if approved by the superintendent of schools. Approved undergraduate hours may not be approved beyond the BA+36-MA column. All hours eligible for advancement on the salary schedule must have been received after the completion of the teacher's most recent degree.
- B. Additional courses must be in the teacher's teaching assignment area or be a part of an approved program working toward an advanced degree in education.
- C. Credits earned after the opening day of school will not be counted toward the salary schedule until the following year.
- D. A complete transcript of all college credits earned by a teacher shall be on file in the school's administrative office.

COLLEGE	COURSE TITLE	COURSE #	YR-SEM.	CREDIT HRS

_____ ACCEPTED

_____ NOT ACCEPTED

SIGNATURE OF STAFF MEMBER

SUPERINTENDENT OF SCHOOLS

DATE

DATE

DATE TRANSCRIPT RECEIVED