

CENTRAL CITY PUBLIC SCHOOLS GRADUATE HOUR APPROVAL FORM



As part of the Teacher's Negotiated Agreement, teachers who wish to have a course considered for advancement on the salary schedule must complete this form for classes to be considered. This form must be submitted to the central office, **before June 1st**, if the teacher wishes to have the course considered for advancement on the salary schedule for the next school year.

If the course is not part of the teacher's teaching assignment area or a part of an approved advanced degree in education program, this form must be accompanied by an attached explanation of why this course would be beneficial.

The Central City Public Schools requires that hours taken for advancement on the salary schedule meet the following criteria: (Taken from the Central City Public Schools Statement of Additional Provision, Negotiations Agreement of the Central City Public Schools). In no case, can a teacher move more than one-step vertically and one-step horizontally in a single year.

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.

NAME OF CERTIFIED TEACHER: _____

Proposed Advanced Degree (or Explanation): _____

Current Hours Beyond B.A.: _____ Current Hours Beyond M.A.: _____

College	Course	Course #	SEM/YEAR	HOURS	APPROVED by SUPT.

The above course(s) will advance my current salary step: YES _____ NO _____

Signature of Staff Member

Date

Signature of Superintendent

Date

For Office Use Only

The Certified Teacher Has Provided A Transcript Confirming Completed Course(s): Yes: _____ Date: _____