

**REQUEST FOR EDUCATIONAL ADVANCEMENT PAY
ON THE SALARY SCHEDULE**

TEACHER NAME: _____

I certify that I have satisfactorily completed the following college/university course work and have attached documentation (grade reports/transcripts or other written evidence from the college or university) and are eligible for advancement on the salary schedule.

Course No. & Brief Description	Semester Hrs. Earned	College or University	Date Course Completed

As a result of completing these courses I am now eligible for the following lateral educational step on the salary schedule. Please check the appropriate lateral step:

BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	EDD

Please note: Lateral educational steps must be at least 10 university/college credit hours (semester hours). The remaining five (5) units may be either university/college credit or approved professional development (PDC) credits. Employees may utilize approved PDC credits earned. Also, Board Policy requires that teachers must notify the central office of their eligibility for increments on the lateral scale. The notification must be submitted on this form and include official transcripts documenting college credit hours earned. Notification **must be made on or before April 1st to be eligible for educational advancement pay for the ensuing school year.** To receive the lateral advancement on the salary schedule, the required documentation, as described above, must be approved by the supervisor and returned to the HR Office in Longmont by August 1st. Failure to serve notification by the deadline will result in the forfeiture of the increment for the school year.

Teacher Signature

Date

I have reviewed and approved the course work and this educational advancement salary request.

Program Administrator

Approval Date

Executive Director

Effective Date of Increase