

MANCHESTER PUBLIC SCHOOLS
APPLICATION FOR SALARY SCHEDULE ADVANCEMENT

PART I – PRE-APPROVAL FOR COURSEWORK

Name: _____ Position: _____
Location: _____ Date Submitted: _____

Prior to enrolling in courses which may apply to your advancement on the salary schedule, please complete the following information:

Are courses part of a planned program at a college or university? Yes No
(If yes, attach list of planned course work)

Name of College/University: _____

Degree / Certificate working toward: _____

Is this is an Online Program or Degree? Yes No (If yes, is this an approved/accredited program confirmed by the SDE?
SDE link: <http://www.collegesource.org/home.asp>)

Is this degree in a Shortage area? Yes No If yes, select endorsement

Will you be requesting Tuition Reimbursement? Yes No

Have you been accepted into a graduate program? Yes (attach acceptance letter) No

Anticipated date of Graduation: _____

List courses:

Title	Course Number	Credit Hours	Date of Completion	Tuition Cost

Director of Performance, Evaluation and Talent Development Signature: _____ **Date:** _____
Vonetta Romeo-Rivers

NOTES: _____

PART II - APPROVAL FOR ADVANCEMENT ON SALARY SCHEDULE

DO NOT SUBMIT UNTIL ALL APPROVED COURSEWORK HAS BEEN COMPLETED

After completing all APPROVED coursework, an OFFICIAL transcript MUST be forwarded to the Office Talent Development with a signed copy of your pre-approval form.

DOCUMENTATION MUST BE RECEIVED BY **AUGUST 15TH**

SALARY GRADE CURRENTLY ON: _____

SALARY GRADE APPLIED FOR: _____

Approved to: _____ NOT Approved: _____
Effective date: _____ Reason: _____

Director of Finance and Management Signature: _____ **Date:** _____
Karen Clancy