

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:** \_\_\_\_\_  
**Sinthia Sone-Moyano**

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 15<sup>TH</sup>**

SALARY GRADE CURRENTLY ON: \_\_\_\_\_

SALARY GRADE APPLIED FOR: \_\_\_\_\_

Approved to: \_\_\_\_\_ NOT Approved: \_\_\_\_\_  
Effective date: \_\_\_\_\_ Reason: \_\_\_\_\_

**Director of Finance and Management Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Karen Clancy**