

**APPLICATION FOR SALARY ADVANCEMENT**

For Salary Advancement Committee Use Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_ Date of Application: \_\_\_\_\_

I request that my salary be moved from the \_\_\_\_\_ level to the \_\_\_\_\_ level on the basis of graduate credits earned subsequent to the last degree earned and supported by the official transcripts which are attached.

Last degree earned: \_\_\_\_\_ Date earned: \_\_\_\_\_

According to the provisions of the AEA/Aberdeen School Board Negotiated Agreement, any teacher may increase his/her contracted salary effective on September 1 by advancing himself/herself to a higher level of training through graduate coursework. All teachers who raise their level of training to the next succeeding level are entitled to the educational advancement raise as specified in the negotiated agreement.

The burden of proof as to the degree and hours of training of each teacher shall rest with the teacher. Official transcripts of credit for work completed must be attached to this request and sent to the Human Resources Office prior to September 1.

(List in chronological order) Graduate Course Number/Course Name	College or University	# of Graduate Semester Hours	Completion Date