

**MASCONOMET REGIONAL SCHOOL DISTRICT
APPLICATION FOR ADVANCEMENT ON SALARY SCHEDULE**

Name _____ Date _____

Department _____

Present Degree Level _____

New Degree Level Requested _____
(Effective September 1, 20____)

(Note: Application must be received on or before December 15 of the year preceding the change in status.)

A. **Master's Degree or CAGS** - Please attach a listing of courses and description of your program.

College/University _____

B. Teachers working toward a **Master's Degree** and who have submitted a listing of courses ("A" above) may apply for a degree level change to **Bachelor's plus 15** credits by filling in the appropriate information in the spaces at top of form. Salary adjustments will be made at the beginning of each school year if official transcripts and/or grade reports have been filed with the Superintendent.

C. Teachers seeking **graduate level course credit and eventual degree level change**, B+15 (non-Master's program), M+15, M+30, M+45, M+60, POST M+60/CAGS course work, on the salary schedule should make application for course approval in advance in addition to filling out this application form. Please use the attached course approval form before enrolling in a course.

D. For teachers advancing from M+60 to M+75, approval from your department head before submitting form is necessary.

Department Head Approval

Date

E. Questions regarding advancement on the salary schedule should be directed to the Superintendent's office.

For office use only:

Approved by Course Approval Committee

Date Transcripts Received _____

Pc: Principal
Department Head