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 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
<u>DO NOT SUBMIT</u> 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