

CARBON COUNTY SCHOOL DISTRICT NO. 2
REQUEST FOR APPROVAL OF COLLEGE COURSES FOR
HORIZONTAL MOVEMENT ON THE SALARY SCHEDULE

GCBA-E

Every 10, 20 and 30 semester hours above the Bachelor's Degree and every 10, 20, and 30 semester hours above a Master's Degree in Education are recognized on the schedule. These credits can be earned no sooner than the semester **after** the teaching degree and/or Master's Degree was granted.

In order to be recognized for horizontal movement on the salary schedule, the credits must:

- 1) be graduate credits, or approved undergraduate credits in the current teaching field which were earned after the BA or MA; or
- 2) apply as part of the teacher's MA program; and
- 3) be approved by the School Principal and Superintendent, prior to their being counted for horizontal movement on the salary schedule.

Approval of the courses, prior to their being earned is preferred.

AN OFFICIAL TRANSCRIPT MUST BE PRESENTED WITH THIS FORM, NO LATER THAN OCTOBER 1st, OF EACH SCHOOL YEAR, IN ORDER FOR THE HOURS TO BE APPLIED TOWARDS A SALARY INCREASE FOR THE CURRENT SCHOOL YEAR.

Teacher's Name: _____

Date: _____

Position Held: _____

School: _____

I request approval for the following course(s) to meet criteria towards horizontal advancement on the salary schedule.

DATE TAKEN	NAME OF UNIVERSITY / COLLEGE	UNDER-GRADUATE COURSE NO.	GRADUATE COURSE NO.	COURSE NAME	DEPARTMENT	SEMESTER HOURS	PRINCIPAL'S APPROVAL

Teacher's Signature

Approved: _____
Denied: _____

Superintendent of Schools

Date: _____

Original to C.O. Personnel File
cc: Teacher & Principal

12/93
Revised 11/2009
Reviewed: 10/17/2016