

REQUEST FOR SALARY SCALE ADVANCEMENT

(PLEASE FORWARD TO THE SUPERINTENDENT'S OFFICE)

The P.A.T. Master contract states: When a teacher completes sufficient additional semester hours of college training to qualify for a higher classification within this Salary Table, and files a transcript of college or other valid proof of such completed semester hours to the local treasurer, on or before the 15th of September of the first (1st) semester or January 20th of the second (2nd) semester, said teacher shall then qualify for the higher classification beginning with the first day of either the first or second semester.

Name _____ Building Assignment _____

Present Salary: _____ School Year _____
Degree: _____ Years of Experience _____

Requesting Advancement To: _____
Degree: _____ Years of Experience _____

No. of Semester Hours Completed: _____ No. of Quarter Hours Completed: _____

Please request the respective university to forward an official transcript to the Pleasant Local School District, 1107 Owens Road W., Marion, OH 43302, Attention - Superintendent of Schools.

PLEASE NOTE: An official transcript is one that is forwarded directly by the university to the Pleasant Local School District.

(To be completed by the Superintendent)

Transcripts received: Yes _____ No _____

_____ Recommended for advancement on the salary schedule

From: Degree _____ Years of Experience _____ Salary _____

To: Degree _____ Years of Experience _____ Salary _____

_____ Request denied

Superintendent

(To be completed by the Treasurer's Office)

Official Board action was taken at the _____ Board Meeting. Advancement on the salary schedule will be effective _____.

Treasurer

cc: Personnel File