

# Green Local School District

## Request for Advancement on the Salary Schedule

If requesting advancement on the salary schedule, please submit this form to the Superintendent's Office no later than September 1. Ohio Revised Code 3317.14 requires that satisfactory evidence of the completion of coursework leading to the advancement on the salary schedule be on file in the central office by the fifteenth (15<sup>th</sup>) day of September.

Name \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_

I am requesting that I be advanced to the following level on the salary schedule:

\_\_\_\_\_ Five Years ("Five years of training" means at least one hundred fifty semester hours, or the equivalent, and a bachelor's degree from a recognized college or university.)

\_\_\_\_\_ Bachelor's Degree + 20 Graduate Credit Hours

\_\_\_\_\_ Master's Degree

\_\_\_\_\_ Master's Degree + 15 Graduate Credit Hours

\_\_\_\_\_ Master's Degree + 30 Graduate Credit Hours

\_\_\_\_\_ PhD

I understand that satisfactory evidence is defined as an official transcript; if a transcript is not available, a letter from the university will suffice until such time a transcript can be obtained. The letter must be specific regarding the coursework completed.

\_\_\_\_\_  
Signature

*(If you have any questions, please contact Rhonda Kapper at ext. 61.7504)*