

**APPLICATION FOR SALARY CREDIT
FOR GRADUATE COURSES**

- A. Intermediate credit payments between schedules are allowed for **teachers** at the rate of **\$37.00 per credit hour** of approved credits completed prior to September 1 of each year and for which official transcripts are on file in the District Office by November 1. Credit payment between schedules for **teaching assistants** is **\$31.00 per credit hour**.
- B. Teachers and teaching assistants are responsible for making certain that required official transcripts of work are on file in the District Office no later than November 1.
- C. Approved salary credit will be paid in two equal lump sums in January and June the first year, and will become part of the contract salary each year thereafter.
- D. Salary credit for advancement to a higher schedule will begin with the semester following completion of the requirement provided the necessary official transcripts are on file in the District Office. If the requirements are completed between September 1 and January 31 (and the required transcripts are on file by April 1), one-half of the increased salary allowance will be paid during the second semester (in June) and the full amount will be added each year thereafter.
- E. If you have additional hours, degrees, or advancement to higher schedules to claim for the current year, please complete the attached form (9221-E) and return it to the attention of the Director of Human Resources at the District Office. Claims will be processed for payment only if the necessary transcripts and this form are in the District Office by November 1.

Effective: July 1, 2010

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TEACHER'S NAME _____

SCHOOL BUILDING _____

BACHELOR'S DEGREE EARNED AT _____

Month	Year

(College)

MASTER'S DEGREE EARNED AT _____

Month	Year

(College)

DOCTORAL DEGREE EARNED AT _____

Month	Year

(College)

SUFFICIENT CREDIT IS CLAIMED FOR ADVANCEMENT TO SALARY SCHEDULE _____

This application will be processed only after receipt of official transcripts for the courses listed below:

COLLEGE	NAME & NUMBER OF COURSE	Date Completed	Credit Hours

TRANSCRIPTS HAVE BEEN REQUESTED FROM THE COLLEGE: **YES** **NO**