



Sikeston R-6 Schools



Salary Schedule Advancement Approval Form (Certificated Staff Only)

Please submit this form & your official transcript to Human Resources for processing no later than Thursday, August 16, 2018.*

List each course separately, using additional pages if necessary. Form will be returned if courses are not listed separately.

Name _____ SPS Building Location _____

Criteria for Salary Schedule Advancement:

1. Graduate level courses must be taken after the B.S. degree is received.
 Exceptions to graduate level courses: These must be pre-approved and must earn college credit.
 Satellite Academy, Special Workshops**, Seminars**, Special Undergraduate Classes, Internet/Distance Learning Classes
2. All class credit must be earned through a college or university and be accepted by NCATE or a similar accrediting agency approved for teacher certification by the MO DESE.

Course No.	Course Name	Institution	Hours Completed

This coursework will move me on the Salary Schedule:

FROM: (1) B.S. (2) B.S. + 16 (3) M.S. (4) M.S. + 16 (5) M.S. + 32

TO: (2) B.S. + 16 (3) M.S. (4) M.S. + 16 (5) M.S. + 32

*For Summer 2018 classes, a grade sheet will be accepted initially; however, an official transcript must be sent to us for your personnel record.

**Special Workshops or Seminars, which earn college credit, must be approved in advance.

For HR Office Use Only:

MOVE TO: (2) B.S. + 16 (3) M.S. (4) M.S. + 16 (5) M.S. + 32

NEW SALARY: _____

SPECIAL NOTES: _____

Approved by Director of Business Services: _____ Date: _____