

# Salary Advancement Request & Submission



Name: \_\_\_\_\_

## Request

I am requesting approval, for salary advancement purposes, to take the following upper division/graduate/post-graduate courses:

Name:	Course #:	Semester Units:	Institution:	Enrollment Date:

Date request for approval submitted: \_\_\_\_\_

Approval:

Supervisor/Prog.Mgr.: \_\_\_\_\_

Date: \_\_\_\_\_

Approve

Deny\*

Director: \_\_\_\_\_

Date: \_\_\_\_\_

Approve

Deny\*

Dept/Asst Supt: \_\_\_\_\_

Date: \_\_\_\_\_

Approve

Deny\*

\*Note reason:

Directions: Following review of request for approval, return original to employee for submission of transcripts when coursework complete. Coursework may be in progress but must be completed and transcripts submitted with this form no later than September 1<sup>st</sup> to receive salary advancement. Submission received after September 1<sup>st</sup> will be reflected in the contract for the following year.

## Submission and Verification

I am submitting verification of coursework completion for salary advancement:

I have attached transcript from Institution of Higher Education as verification for the following courses approved above (must be submitted to receive credit toward salary advancement):

\_\_\_\_\_

Verification of completion of coursework:

Supervisor/Prog.Mgr.: \_\_\_\_\_

Date: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_

Dept/Asst Supt: \_\_\_\_\_

Date: \_\_\_\_\_

Forward completed form and required verification to Personnel Office.

Personnel received/date: \_\_\_\_\_