



Pleasantville Public Schools



Revised: 1-19-2018

APPLICATION FOR ADVANCEMENT ON SALARY GUIDE

Name: _____ Position: _____

School: _____ Phone: _____

Instructions:

1. Complete and return this form.
2. Attach official transcripts showing all **graduate level** courses.
3. Attach proof of degree earned if relevant.
4. Attach catalog description of all courses not included in an earned degree.
5. Salary adjustments will be presented to the Board of Education at the next monthly meeting; pursuant to District Policy #3412.2 *“Courses must be those offered for the attainment of a graduate degree or those **specifically related to a member’s assigned duties.**”*
6. Please verify that Colleges/Universities were accredited per N.J.S.A 18A:3-15.3.

Guide Adjustment Sought:

BA/15 _____ BA/30 _____ MA _____ MA/15 _____
 MA/30 _____ MA/45 _____ Doctorate _____

Explain how the attached degree and/or courses are directly related to your current job responsibilities: _____

Staff Member’s Signature: _____ Date _____

Approval: _____ Approved – will be placed on the following agenda: _____

_____ Denied – Reason: _____

Administrator’s Signature

Date

OFFICE USE ONLY

Current Salary: \$ _____ Degree _____ Step _____ Longevity _____ Total _____

Adjusted Salary: \$ _____ Degree _____ Step _____ Longevity _____ Total _____