

East Prairie Schools



Salary Schedule Advancement Approval Form (Certificated Staff Only)

- **Please submit this form and your official transcript* to the Central Office for processing no later than Thursday, September 1, 2022.**
- **List each course separately, using additional pages if necessary. Form will be returned if courses are not listed separately.**

Name _____ Building _____

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. Any hours credited above a Master’s Degree must have been earned after the Master’s Degree was conferred. This is effective July 1, 2021.
3. 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 MO DESE.

Course No.	Course Name	Institution	Hours Completed

This course will move me on the Salary Schedule:

FROM: (1) BS (2) BS +8 (3) BS +8 (4) BS +24 (5) MA (6) MA +16 (7) MA +30

TO: (2) BS +8 (3) BS +8 (4) BS +24 (5) MA (6) MA +16 (7) MA +30

*For Summer 2022 classes, a grade sheet will be accepted initially; however, an official transcript must be sent to use for your personnel record.

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

For CO Use Only:

MOVE TO: (2) BS +8 (3) BS +8 (4) BS +24 (5) MA (6) MA +16 (7) MA +30

NEW SALARY: _____

SPECIAL NOTES: _____

Approved by: _____ Date: _____