

Record of Hours Earned Beyond a Bachelor Degree.

The guidelines for the Salary Advancements are outlined in Article 5 of the CEA contract.

- Teacher completes the form listing the specifics courses they have completed that meet Salary Advancement Guidelines.
- Particular attention should be paid to the questions, "*How will these classes enhance or improve your instructional effectiveness?*" and "*How are these courses aligned to District or Building instructional goals?*" The information filled in here is strongly considered during the approval process.
- Submit the completed document for your Principal's approval with official transcripts.
- Once signed, the Principal will forward requests to the Director of Curriculum.
- When all signatures have been obtained, an electronic copy of the signed request will be sent to the originating teacher and their Principal. The original form is filed in the Curriculum Office.
- Transcripts and signed forms must be submitted by August 31st for payment effective the first semester, and December 31st for prorated payment effective the beginning of the second semester.
- The Curriculum Office completes the Service Record Change and forwards to the payroll department.
- All documents are filed in the Personnel Record.

Charlotte Public Schools Record of Hours Earned Beyond Bachelors

Name: _____

School Building: _____ Teaching Assignment: _____

Advance Salary Scale to: BA +15 _____ MA _____ MA +15 _____

This form should be completed as a record of courses taken to place a teacher on the next salary schedule. It should be submitted to the Director of Curriculum upon completion of 15 Semester Credits or a MA degree.

Course Number	Course Name	Institution	Date Completed	Semester Credits Earned

How will these classes enhance or improve your instructional effectiveness?

How are these courses aligned to District or Building instructional goals?

Please submit an official transcript for all courses taken. Transcripts will be kept in your personnel file in the Superintendent's Office. If you have already submitted transcripts for the courses listed, you do not need to re-submit them.

Signature: _____

Date: _____

Principal Signature: _____

Date: _____

Curriculum Director Signature: _____

Date: _____