

Charlotte Public Schools Record of Hours Earned for Salary Lane Advancement

Name: _____

School Building: _____ Teaching Assignment: _____

Advance Salary Scale to: BA +15 _____ MA _____ MA +15 _____ MA +30 _____

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: _____