



# Philomath School District 17J - Request Form Salary Schedule Column Advancement

**PLEASE RETURN COMPLETED FORMS TO THE DISTRICT BUSINESS OFFICE**

**PEA Negotiated Agreement, Article 19 - Compensation.** *If a teacher completes the necessary credits for advancement to a higher educational level on the compensation schedule, an adjustment in placement on the schedule, to be effective in the subsequent year, will be made only if the teacher notifies the Superintendent in writing during the month of September with proper verification of having successfully completed the approved additional coursework. "Successfully Completed" will be defined as receiving a "C" grade, "Pass", or better.*

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Present column on the salary schedule: \_\_\_\_\_

Request to be advanced to column: \_\_\_\_\_

- **College Credits and Seat Hours on file at the District Office will be used to verify eligibility for advancement.**
- **Official Transcripts must be submitted to the District Office with the Advancement Request.**
- **Print and Submit form to District Office for Superintendent Approval.**

Employee Signature: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Once approved you will receive a notification from the District Office.*

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**District Office Use**

- |                                                       |                                                    |
|-------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Eligibility Verified         | <input type="checkbox"/> Business Manager notified |
| <input type="checkbox"/> Official Transcript Received | <input type="checkbox"/> Position Salary updated   |
| <input type="checkbox"/> Approval Notification sent   |                                                    |