



CONRAD WEISER AREA SCHOOL DISTRICT
Robesonia, Pennsylvania

Instructions for Submitting
Application for Salary Adjustment for Earned Graduate Credits

1. Order official transcripts for all relevant coursework.
2. Complete, sign and date the attached Application for Salary Adjustment for Earned Graduate Credits.
 - If you are moving to the B⁺²⁴, M⁺¹⁵, or M⁺³⁰ column, **you must complete Section I and the applicable part(s) of Section II.**
 - If you are moving to the ME, M, 2M, or D column, **you must only complete the applicable part(s) of Section II.**
3. Complete, sign and date the attached Certification for Salary Adjustment.
4. Submit the completed Application and Certification to the Superintendent. If you requested that your transcripts be mailed directly to you, please forward them to the Superintendent as soon as you receive them. Official transcripts **must be submitted** in order to receive Board approval.

The employee shall be advanced to the proper column of the salary schedule at the beginning of the next school semester immediately following the completion of the required coursework if the required Application, Certification, and official transcripts are received by the superintendent within thirty days after course completion. If the required documentation is received after the thirty-day period, the salary adjustment will become effective at the beginning of the next school semester.

**Certification –
Salary Adjustment for Earned Graduate Credits**

I hereby certify that:

- I am entitled to the attached salary adjustment and it meets all the requirements for placement on the salary schedule in accordance with the terms and conditions of the most recent Collective Bargaining Agreement between the Conrad Weiser Area School District and the Conrad Weiser Education Association.

- I have contacted all relevant colleges and/or universities and requested that official transcripts be sent:
____ directly to me for delivery to the Superintendent; or
____ directly to the Superintendent at 44 Big Spring Road, Robeson, PA 19551.

- my last course entitled _____
was completed on _____ .

Signed: _____ Dated: _____

**Application for Salary Adjustment
For Earned Graduate Credits**

Name: _____

Grade level you currently teach: ____ K-6 ____ 7-12

Current Salary Status:

____ Bachelor's ____ Master's +15
____ Bachelor's +24 ____ Master's +30
____ Master's Equivalency ____ Second Master's
____ Master's

Applying for Salary Adjustment to:

____ Bachelor's +24 ____ Master's +30
____ Master's Equivalency ____ Second Master's
____ Master's ____ Doctorate
____ Master's + 15

SECTION I

If you are moving to the B⁺²⁴, M⁺¹⁵, or M⁺³⁰ column,
please list courses in chronological order from the earliest date to the latest date:

<u>Course No.</u>	<u>Graduate Course Title</u>	<u>Credits</u>	<u>Date Completed</u>	<u>College/University</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Credits		_____		

SECTION II

All applicants must complete the following information where applicable:

Bachelor's Degree granted on _____ from _____.
(Date) (College/University)

Master's Equivalent granted on _____.
(Date)

First Master's Degree:

Granted on _____ from _____ in _____.
(Date) (College/University) (Program)

Second Master's Degree: (Note: If official transcript on file does not indicate the date the degree was conferred, a new transcript will be required.)

Granted on _____ from _____ in _____.
(Date) (College/University) (Program)

Doctorate:

Granted on _____ from _____ in _____.
(Date) (College/University) (Program)

Date Submitted: _____

(Signature of Teacher)

Date Approved: _____

(Signature of Superintendent)