

# **Fair Lawn Board of Education**

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Human Resources Department

37-01 Fair Lawn Avenue, Fair Lawn, New Jersey 07410

Phone: (201) 794-5500 Fax: (201) 703-5555

## **Advancement on the Guide - Procedure**

**Instructions:** In order to move to a higher degree on the salary guide, please complete the following steps.

1. **Complete the advancement on the guide form.**
2. **Complete course listing**, including the college/university, credits, course number and date of completion for each course.
3. Provide an **official** transcript **sent to Human Resources directly from the college/university you attended, or provide a hard copy.** When moving to the Master's level, the official transcript must indicate the degree conferred with the date.
4. Processing **cannot** proceed until all official transcripts and the list of courses are received and approved. For advancement in January, all coursework must be complete and any degrees conferred by December 31<sup>st</sup> of the current school year. For advancement in September, all coursework must be complete and any degree conferred by August 31<sup>st</sup> of the current school year.

*"The Leaders of Tomorrow Attend Fair Lawn Schools Today"*

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## **Advancement on the Guide Form**

**TO: Human Resources Department**

**FROM:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**I am Applying for:**

\_\_\_ **September Advancement**

\_\_\_ **January Advancement**

**Check One:**

\_\_\_ **Fifteen (15) credits beyond the B.A. degree**

\_\_\_ **Master's Degree**

\_\_\_ **Fifteen (15) credits beyond the M.A. degree**

\_\_\_ **Thirty (30) credits beyond the M.A. degree**

\_\_\_ **Doctorate**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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## Advancement on the Guide – Course Listing

NAME \_\_\_\_\_

[illegible]