Caney Valley Unified School District 436 700 East Bullpup Blvd Caney, KS 67333

REQUEST FOR APPROVAL OF HOURS FOR HORIZONTAL MOVEMENT

Article V-Salary Compensation-Paragraph B

ADDITIONAL STUDY FOR HORIZONTAL MOVEMENT

- 1. Teachers may advance horizontally across the salary schedule through additional study, in study groups or professional organization courses, or in district sponsored seminars and programs.
- 2. Prior written approval by superintendent is required by **April 1** of courses taken by teachers if the credit hours are to be used for horizontal movement.
- 3. In order to qualify for horizontal movement, an official transcript of all semester hours must be received by **Sept 1**. <u>All hours above a</u> BS degree must be in teacher's subject field or approved by the administration.

NAME						
PRESENT STEP ON SALARY SCHEDULE:			HOURS FO	OR NT TO STEP:		
COURSES FOR APPROVAL						
COURSE NAME	COURSE #	DATE TAK	ŒN	WHERE	CREDIT HOURS	
1.						Approved Denied Add'l Info Required
2.						Approved Denied Add'l Info Required
3.			_			Approved Denied Add'l Info Required
4						Approved Denied Add'l Info Required
If approved, this will complete hours required for movement						
Additional hours are required befor	re movement is	made				
TEACHERS SIGNATURE:				D	ATE:	
SUPERINTENDENT'S SIGNATURE:					DATE:	

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Updated: September 2021