



REQUEST FOR APPROVAL OF HOURS FOR HORIZONTAL MOVEMENT

Article V—Salary Compensation—Paragraph B

ADDITIONAL STUDY FOR HORIZONTAL MOVEMENT

- 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.
- 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.
- In order to qualify for horizontal movement, an official transcript of all semester hours must be received by **Sept 1**. All hours above a BS degree must be in teacher's subject field or approved by the administration.

NAME

**PRESENT STEP ON
SALARY SCHEDULE:**

**HOURS FOR
MOVEMENT TO STEP:**

COURSES FOR APPROVAL

COURSE NAME	COURSE #	DATE TAKEN	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 before movement is made ☐

TEACHERS SIGNATURE:

DATE:

SUPERINTENDENT'S SIGNATURE:

DATE: