

**PETITION TO ADVANCE WITHIN SALARY STRUCTURE**  
**(This petition is due by March 1, )**

To: Mr. Jeff Simmons, Superintendent

Per the provisions of Appendix A of the Negotiated Agreement, I,  
 \_\_\_\_\_, am requesting a review of my  
 transcript(s) for consideration of advancing within the salary structure:

|       |                                  |     |                                    |
|-------|----------------------------------|-----|------------------------------------|
|       | Current Educational Differential |     | Requested Educational Differential |
| From: |                                  | To: |                                    |

By signing this document, I understand that I must provide official transcripts by the September 1 deadline.

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

Do not write below this line, for office use.  
 \*\*\*\*\*

I have reviewed the transcript(s) and find that \_\_\_\_\_

is eligible to advance on the schedule to \_\_\_\_\_

\_\_\_\_\_  
 Superintendent

**Due to Superintendent by September 1**

Teacher Name: \_\_\_\_\_

**DOCUMENTATION IN SUPPORT ADVANCING WITHIN THE SALARY STRUCTURE  
(Attach official transcripts or renewal credits)**

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|   | Name of Course | College/University | # of Semester Hours | Date Taken |
|---|----------------|--------------------|---------------------|------------|
| 1 |                |                    |                     |            |
| 2 |                |                    |                     |            |
| 3 |                |                    |                     |            |
| 4 |                |                    |                     |            |
| 5 |                |                    |                     |            |
| 6 |                |                    |                     |            |

|   | Name of Certificate Renewal Credit | Location | # of Credit Hours | Date Taken |
|---|------------------------------------|----------|-------------------|------------|
| 1 |                                    |          |                   |            |
| 2 |                                    |          |                   |            |
| 3 |                                    |          |                   |            |
| 4 |                                    |          |                   |            |
| 5 |                                    |          |                   |            |
| 6 |                                    |          |                   |            |

\_\_\_\_\_  
Signature of teacher Date