

CERTIFICATED PERSONNEL

**LANCASTER SCHOOL DISTRICT
HUMAN RESOURCES SERVICES
APPLICATION FOR ADVANCEMENT ON SALARY SCHEDULE**

Make an appointment with Human Resources to process this application. You must have included with this application approved FORM 100's AND verification of completed coursework - **ORIGINAL COPIES ONLY**.
If verification is by letter on University/College Letterhead or Grade Cards, transcripts must be received by HRS within 30 days from the date this form is submitted.

Application received _____
DATE

FINAL APPROVAL _____
DATE

BY _____
HRS Employee Receiving this Document

Signature of Assistant Superintendent, HRS

NAME _____

HOME PHONE _____

SCHOOL _____ GRADE _____ TRACK _____

I hereby submit evidence of completion of units necessary for salary advancement from

CLASS/COLUMN _____ to CLASS/COLUMN _____

HRS VERIFICATION: _____
SALARY EFFECTIVE DATE

Teacher's Signature

Course Number	Number units	Sem. Or Qtr.	Name of College or University	COURSE TITLE	Lower Division	MASTERS	CREDENTIAL Requirement	Professional Growth	Completion Date

DISTRICT USE ONLY

Changes in HRS: _____

Date: _____

Employee copy: _____

Cardex Posted _____

Date: _____

Transcripts Complete _____

Pending: _____