

QUINCY PUBLIC SCHOOLS
Request for Increase for Additional Training

Deadline: *August 15 prior to the school year for which you are requesting a salary increase.*

Submit to: *Stephanie Dickens
 Quincy Public Schools
 1416 Maine Street
 Quincy IL 62301*

*** In addition to this form, the following must also be sent to Stephanie Dickens by the above deadline:**
 - Official certification from the college or university stating you are in an approved Master's degree program (for those obtaining a Bachelor's +10).
 - Official paper copy of transcripts from the college or university (sent all together at the time you are requesting the increase). *Transcripts emailed from the college or university are not accepted.*

I request an adjustment in my salary for additional training as evidenced by the following courses completed:

College/university in which credits were earned	Courses taken	Catalog Number	Summer School / Extension / Correspondence (indicate one)	Date earned	Semester hours earned

- Total semester hours allowed for credit on salary schedule: _____

- | | |
|--|---|
| Bachelor's + 10 <input type="checkbox"/> | Master's + 10 <input type="checkbox"/> |
| Bachelor's + 20 <input type="checkbox"/> | Master's + 20 <input type="checkbox"/> |
| Master's Degree <input type="checkbox"/> | Master's + 30 <input type="checkbox"/> |
| | Professional Certificate <input type="checkbox"/> |

(Teacher's signature)

(School)

(Date)