TO: Certified Staff

RE: Requesting a Salary Increase for Additional Training

If you will be requesting a salary increase for additional course work, please review the following information.

As a basis for promotional credit on the salary schedule, a *Course Acceptance Request Form* must be completed for all courses you are planning to take. **Prior to taking a course**, the completed Course Acceptance Request Form must be approved by your principal and Kim Dinkheller, the Director of Curriculum, Instruction, and Assessment. Several courses can be listed on one form.

After you have completed at least 10 semester hours of approved credit, you may request an increase on the salary schedule. (*Please note: Bachelor's +10 and Bachelor's +20 steps must include credits accepted toward an approved master's degree program.*) During the summer prior to the school year for which you are requesting a salary increase, the following must be sent to Lacey Corrigan, Quincy Public Schools, 1416 Maine St., Quincy, IL 62301:

- 1. *Official certification from the college or university* stating you are in an approved master's degree program (for those obtaining Bachelor's +10).
- 2. Salary Increase Request for Additional Training form. The deadline for submitting this form is August 15.
- 3. <u>Official copy of transcripts</u> from the college or university. Please do not have transcripts sent at various times throughout the year; have transcripts sent only at the time you are requesting the increase. Electronic copies emailed from the college or university are accepted.

The *Course Acceptance Request Form* and the *Request for Increase for Additional Training Form* are available on the QPS website.

If you have questions regarding course acceptance, contact Lisa Otten (217-7158 ext. 2225). Questions regarding the required forms should be directed to Lacey Corrigan (217-228-7158 ext. 2287).

Updated June 2021

QUINCY PUBLIC SCHOOLS

Course Acceptance Request Form

(Basis for Promotional Credit on Salary Schedule)

This form is to be submitted to your principal and must be approved by Kim Dinkheller, the Director of Curriculum, Instruction, and Assessment <u>prior to taking a course</u>.

Course Name course/courses: Course Number Name of college/university: - Are these courses designated as graduate courses by the educational institution? Yes No - Do you plan to apply the credit(s) toward advancement on the salary schedule? Yes No - Reasons for taking course/courses (in addition to use as a basis for promotional credit on the salary schedule): - Will the university approve these courses toward your next highest degree? Yes No - Do you plan to apply the credit(s) earned toward the completion of work for a higher degree? - Yes No If yes, what degree? - Note: In order that each 1/3 year of training (10 semester hours of credit) in which the third 1/3 year ends in a potential degree may be recognized for increment on the salary schedule, official certification from the college or university concerned must be placed on file in the office of the Board of Education showing that the teacher has been accepted to candidacy for the next higher degree and that the college or university credits involved are, or will be, counted in partial fulfillment of the requirements for the degree. - Approval and acceptance does not impose any obligation upon the District to continue you employment. - Approved Not approved - Accepted Not accepted - Accepted Not accepted - Remarks:	Teacher:					Date:		
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Signed:		Approv	ed 🗆	Not approve	ed			
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(Curriculum, Instruction, Assessment Director)	Signed:		T	Dinas (Date: _			

Revised: May 2021 Original to be filed with BOE

QUINCY PUBLIC SCHOOLS

Request for Increase for Additional Training

Deadline: August 15 prior to the school year for which you Quincy Public Schools are requesting a salary												
Submit to: Lacey Corrigan 1416 Maine Street increase. Quincy IL 62301												
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I request an adjustment courses completed:	in my salary for add	ditional trai	ining as evidenced	by the fo	ollowing							
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 o	n salary so	chedule:									
Bachelor's + 1	0 □	Ma	aster's + 10									
Bachelor's + 2	0 □	Master's + 20										
Master's Degree		Master's + 30										
J	Professional Certificate □											
(Teacher's signature)												

(Date)

(School)