

**TO: Certified Staff**  
**FROM: Academic Directors, Quincy Public Schools**  
**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 the Elementary or Secondary Academic Director. 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 Phyllis Stewart, 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. ***Official transcripts 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.

The *Course Acceptance Request Form* and the *Request for Increase for Additional Training Form* are available in your school office or from Phyllis Stewart at the Board of Education Office (228-7158 ext. 2234).

If you have questions regarding course acceptance, contact the Elementary Academic Director (228-7158 ext. 2225) or Secondary Academic Director (228-7158 ext. 2248). Questions regarding the required forms should be directed to Phyllis Stewart (228-7158 ext. 2234).