

**TO: Certified Staff**  
**FROM: Patricia Viniard, Assistant Superintendent**  
**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 Patricia Viniard, Assistant Superintendent. 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 them 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).

You **will receive staff development credit** for courses accepted for promotion on the salary schedule at the time you receive the salary increase. You **DO NOT** need to fill out a Staff Development Credit Request form if you have submitted a Salary Increase Request for Additional Training form.

If you have questions regarding course acceptance, contact Patricia Viniard (228-7158 ext. 2225). Questions regarding the required forms should be directed to Phyllis Stewart (228-7158 ext. 2234).

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 your principal and the Assistant Superintendent **prior to taking a course.**

Teacher:		Date:	
Grade/subject taught:		<b>Current highest degree held:</b>	

Course Name course/courses:	Course Number	# hours	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.*

- Approvals indicated below are contingent upon meeting conditions set forth in the Note above.
- Approval and acceptance does not impose any obligation upon the District to continue your employment.

**Approved**  **Not approved**

Remarks: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Principal)*

**Accepted**  **Not accepted**

Remarks: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Assistant Superintendent, Curriculum & Instruction)*

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:** Phyllis Stewart  
Quincy Public Schools  
1416 Maine Street  
Quincy IL 62301

**\* In addition to this form, the following must also be sent to Phyllis Stewart 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 transcripts from the college or university (sent all together at the time you are requesting the increase).

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)