



# CAPE GIRARDEAU

## PUBLIC SCHOOLS



### Application for Horizontal Movement on Certified Salary Schedule Using College Coursework

Name \_\_\_\_\_ Building \_\_\_\_\_ Date \_\_\_\_\_

**This form is only to be used to apply for Horizontal Movement on the Certified Salary Schedule using College Coursework. Please follow the directions below:**

**Directions:**

- Complete the chart below listing the College Courses, numbers, and credit hours.
- In order to request credit for college courses, an **approved** College Course Pre-approval Form must be completed for each course listed below. Please see the Professional Development Handbook for information regarding the qualifications a course must meet in order to be used for movement.
- Attach **originals** of College Course Pre-Approval Forms along with **original** transcript - if moving to Masters from Bachelors, it must show degree awarded.
- You may attach additional pages if more space is needed.
- For Horizontal Movement to be applied to the contract for a school year, the forms must be submitted by **September 1st** of that year.

Name of College Course	Course Number	# of Credit Hours
<b>TOTAL CREDIT HOURS</b>		

I am requesting Horizontal Movement to the following Salary Column (select one):

- BS/BA + 18  
  MS/MA  
  MS/MA + 15  
  MS/MA + 30

Employee Signature: \_\_\_\_\_

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CAO Approval: \_\_\_\_\_

Date Processed: \_\_\_\_\_