

Manchester Essex Regional School District

Intent to Advance on the Salary Scale

Per META contract agreement, this form [Intent to Advance on the Salary Scale] must be submitted to the Superintendent's Office "by **November 15** of the school year preceding the school year in which advancement is expected to occur."

Unit Member Name _____ Date _____

School _____

It is my intent to advance on the salary scale.

I am currently at _____ [column and step]

It is my intention to advance to _____ [column and step]

I understand that I need to submit for prior approval any and all courses I wish to take for this advancement to the Superintendent's Office [See form Request for Pre-Approval for Graduate Credit]

I expect to complete the course(s) by _____

Employee Signature _____ Date _____

Acknowledgement of receipt of **Intent to Advance on the Salary Scale** form

Superintendent' Signature _____ Date _____

At the time of completion of credits for advancement, Unit Member will submit copies of the following documents to the Superintendent's Office:

- 1. Copy of Intent to Advance on the Salary Scale form**
- 2. Copies of approved Request for Pre-Approval for Graduate Credit forms**
- 3. All Official Transcripts for course credits with evidence of passing grade**

Acknowledgement of receipt of credit completion documentation for advancement effective _____ September 1st _____ February 1st in the _____ school year.

Superintendent' Signature _____ Date _____