

**EDUCATIONAL SERVICE UNIT NO. 13  
REQUEST FOR HORIZONTAL ADVANCEMENT ON SALARY SCHEDULE  
(MUST be submitted by June 1<sup>st</sup> for budgeting purposes.)**

1. Name \_\_\_\_\_ Date \_\_\_\_\_
2. Present placement on \_\_\_\_\_ Schedule: IV Level: \_\_\_\_\_
3. Proposed placement on \_\_\_\_\_ Schedule: IV Level: \_\_\_\_\_
4. Highest degree earned to date: \_\_\_\_\_ Date earned: \_\_\_\_\_
5. Certificated area(s) of endorsement: (1) \_\_\_\_\_  
(2) \_\_\_\_\_ (3) \_\_\_\_\_
6. List course titles already completed or to be completed for which credit is being requested:

Courses Completed/To Be Completed	Institution	Year Completed	Sem. Hrs.

Total semester hours beyond the last highest degree for which credit is being requested: \_\_\_\_\_

**An official transcript or other evidence must be on file at the ESU #13 office by September 1<sup>st</sup> in order to receive credit on the schedule.**

7. When completed, will the above courses qualify you for the following:
  - Yes  No The next degree? Degree: \_\_\_\_\_
  - Yes  No A new area of endorsement? Area: \_\_\_\_\_
  - Yes  No Apply toward a new area of endorsement? Area: \_\_\_\_\_
8.  Yes  No Are these hours related to your area of responsibility?

<b>FOR OFFICE USE ONLY:</b>		
Placement is approved on 20____ - 20____	Schedule IV:	Level: _____
Signature of Administrator: _____		Date: _____