**MORTON UNIT SCHOOL DISTRICT 709**

**REQUEST FOR ADDITIONAL SALARY – BACHELORS PLUS OR MASTERS PLUS**

To qualify for salary in column Bachelors Plus, all credit must be toward a Master’s Degree or course approved by the Superintendent. (In Masters Plus column, credit must be at graduate level only or approved by the Superintendent. Special approvals will be considered on an individual basis.)

(Board of Education policy)

The Board of Education also states that the burden of proof and request for additional compensation for semester hours beyond the Degree rests with the teacher. Teachers requesting Bachelors Plus or Masters Plus credit on the salary index should have an up-to-date transcript on file in the Superintendent’s office on or before November 1/March 1.

Qualifications for schedule purposes are based on those credits earned prior to the beginning of each school year or after the fall semester. This form must be submitted on or before July 1/December 1. Credit will not be granted for undergraduate courses beyond the Bachelor’s Degree if the courses are to satisfy requirements of the State Teacher Certification Board for a certificate.

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| --- | --- | --- | --- | --- |
| **Dept.** | **Course#** | **Course Title** | **Coll/University** | **Semester Hours** |
| **Dept** | **Course#** | **Course tit1** | **College** | **Hours** |
| **Dept** | **Course#** | **Course title** | **College** | **Hours** |
| **Dept** | **Course#** | **Course title** | **College** | **Hours** |
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| **Dept** | **Course#** | **Course title** | **College** | **Hours** |

**Requesting placement at:** **[ ]  Bachelors PlusHours** **[ ]  Masters Plus Hours**

**Teacher: Teacher Name Approved**

 **Not Approved**

**Date:** Click here to enter a date.

  **Date**

White copy returned for teacher’s file

Yellow copy for personnel file

Pink copy for District file

Form DF10J/May 1972

Revised January 2006