

Application for Horizontal Advancement on the Salary Schedule
Human Resources Department
Missoula County Public Schools

The following **applicable** materials must be attached to this form and submitted to the Human Resources Department not later than the 1st day of September of the year for which horizontal advancement on the salary schedule is requested.

- 1.) Official Transcript/s
- 2.) Course Grade Slip/s
- 3.) MCPS Receipt for Completion of Professional Growth Plan
- 4.) Certificate of Completion of District Approved Designated Courses
- 5.) Letter from Proper Authority/University

Name _____ Date _____

School _____ Teaching Assignment _____ Current Salary Placement _____

Course Work Taken for Advancement

(Note: Semester credits may be converted to quarter credits by multiplying by 1.5)

Check one

COURSE NUMBER AND TITLE	Date of Course	Sem. Credits	Qtr. Credits	Grad Credits	Undergrad Credits

Other Credits	Date of Course	Sem. Credits	Qtr. Credits	Grad Credits	Undergrad Credits
1.) PRE-APPROVED PROFESSIONAL GROWTH					
2.) DISTRICT APPROVED DESIGNATED COURSES					

Documentation attached (please check applicable blanks)

Official Transcripts _____ Course Grade _____

Letter from Proper Authority _____ Receipt for Professional Growth Plan _____

Certificate of Completion of Germane District Approved Designated Courses _____

Do not write below—District area:

Current Placement _____ Current Salary _____

Move to Placement _____ New Contract Amount _____

Excess Credits Beyond Move _____

Notes _____

Human Resources Director or Designee _____ Date _____