

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

328-AR-1. NOTIFICATION OF CREDITS FORM

Penn Manor School District
P. O. Box 1001
Millersville, PA 17551-0301

=====
Name: <First> <Last_Name>

Date:
=====

Current Placement on Salary Schedule

According to the records on file in the Office of the Superintendent, you are now on the **salary schedule** as indicated below:

 X - (Current Placement)

Notification of Credits for "Degree Plus" Increments

If you plan to earn sufficient credits to qualify for a **change** in this assignment for the next school term, please show anticipated placement below:

- | | |
|--|--|
| <input type="checkbox"/> Bachelor's | <input type="checkbox"/> Master's |
| <input type="checkbox"/> Bachelor's + 12 credits | <input type="checkbox"/> Master's + 15 credits |
| <input type="checkbox"/> Bachelor's + 24 credits | <input type="checkbox"/> Master's + 30 credits |
| | <input type="checkbox"/> Master's + 45 credits |
| | <input type="checkbox"/> Master's + 60 |

Note: An **official transcript** must be on file in the Office of the Superintendent to show that you qualify for any placement above the one indicated under current placement on salary schedule.

All courses must be completed prior to *January 1, 2013* in order to qualify for an adjustment for the 2012-2013 school year. An official transcript must be **sent directly** to the Superintendent's office **from the University or College** to verify your credits and change in salary placement.

Please complete this form and return to your building principal/secretary **no later than April 1, 2012**. Thank you.

Signature _____ Date _____

Any revisions to this form shall be done prior to **June 30, 2012** to qualify for a "degree plus" increment in the **2012-2013** school year.