COVENTRY PUBLIC SCHOOLS

APPLICATION FOR ADVANCED INCREMENT

Instructions. *Please list below all courses needed to advance from your current level (see below) to the new level you are requesting. For example, if you are currently a MA+9 and are requesting a MA+45, you must list below all coursework associated witht the additional 36 credits. Attach proof (original transcript or other original documentation) for each course/credit submitted. Incomplete applications will be returned. The submission date will be the date of the original submission.* ***Application due dates are October 1 and March 1 of each year.***

NAME	SCHOOL	DAY PHONE	SSN	DATE

Current Level
❒ BA ❒ BA+30 ❒ MA ❒ MA+9 ❒ MA+15 ❒ MA+30/CAGS ❒ MA+45

Current Step

Requested Level
❒ BA+30 ❒ MA ❒ MA +15 ❒ MA+30/CAGS ❒ MA+45/NB ❒ PhD

Course Report to Support Advanced Increment Request

NAME & NO OF COURSE	COURSE #	COLLEGE	DATE COMPLETED	UNDERGRAD CREDIT	GRAD CREDIT	GRADE	REVIEWER COMMENTS
Total Credits Submitted							

HUMAN RESOURCES

❒ Request Approved. Notes:

Compensation:

1. Ann Increase Amount _____
2. Pro Rata Factor _____
3. Amt due this yr (1x2) _____
4. Incr per pay period (1/26) _____
5. Pay Per remaining in yr
6. Future payments (4x5) _____
7. Pay Adj for arrears (3-6) _____
8. Bi weekly rate calculation:
   Current Rate _____
   Per Pay Per incr amt (4) _____
   New Bi Weekly Rate

❒ Request returned for more information or not approved. Reason:

HR Signature	Date	HR Data Entry	Date