REQUEST FOR SALARY INCREMENT CREDIT APPROVAL FORM

Teacher's Name: ____________________________ Date: ____________________

School/Department/Grade: ____________________________________________

Name of College/University: __________________________________________

Courses must be accredited by a DESE accrediting organization. The list can be found at: http://www.doe.mass.edu/licensure/academic-prek12/teacher/recognized-accrediting-organizations.html

Attached documentation that course is at the graduate level and accredited: __________________________

Course Title: ________________________________________________________

Number of Credits: ______ Date Course Begins: _____________ Date Course Ends: _________________

Describe how this will advance your knowledge or skills:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

SIGNATURES:

PRINCIPAL RECOMMENDATION DATE

DIRECTOR/SUPERVISOR RECOMMENDATION DATE

SUPERINTENDENT/DESIGNEE APPROVAL DATE

CREDITS ACCEPTABLE FOR LANE ADVANCEMENT: ____________

Salary increment guidelines are on the reverse side of this form.
As per Article 19 section B of the Agreement Between the Medford School Committee and the Medford Teachers Association (September 1, 2015 to August 31, 2018), teachers may apply for salary increments for lane advancements as stated in the contract copied below.

C. Lane Advancement

1. Effective July 1, 2016, credit for lane advancement shall be limited to:
   a. pre-approved graduate-level courses in a program accredited by an accrediting organization recognized by DESE;
   b. in the field of education or in a content area taught by the teacher; and
   c. advances the teacher’s knowledge or skills. The teacher must receive a grade of "B" or better.

   Credit for lane advancement will also be allowed pursuant to Appendix C (SEI Endorsements).

2. Notwithstanding the previous paragraph, once a year, the School District shall make available to all teachers 1 PD offering consisting of 15 hours of Professional Development that can be used as one (1) graduate credit towards lane advancement. The PD offering will take place during the school year and the time(s) during which this PD will be offered will be determined by the administration with input from the Professional Development Council.

3. Credits toward lane advancement shall not expire, provided they were pre-approved and had not expired by September 1, 2015.

Please Complete Form on back of this page: