

Athens Area School District Professional Staff

Requesting to take a college course:

1. Find a course OR program that meets the district's mission from an accredited college or university.
2. Before enrolling in the course (even if it is part of a program; i.e. master's or doctorate) fill out district paperwork for **PRE-approval**. You must also include a course description. Please turn paperwork into superintendent secretary. ***This must be done for each and every course you take!***
3. Wait for district's response. Reminder; new teachers may take nine credits per year for first three years. No credit restriction after completion of the first three years.
4. If the course is approved, enroll in course. You must pay for the course. Certain schools, such as, Penn State, offer tuition delay. If this is an option, you are responsible for obtaining, completing, and submitting paperwork.
5. Receive a passing grade from institution.
6. Provide proof of grade and payment in person to superintendent secretary.
7. Receive tuition reimbursement.
8. We suggest sending unofficial transcripts to business office once posted. Official transcripts are required when requesting column movement.
9. As documents are submitted, the superintendent secretary will scan document and send it to you via e-mail with district's response.

Requesting column movement on the pay scale:

1. Take courses from an accredited college or university following the above steps.
2. Once you have completed credits allowing column movement, submit a dated letter stating your intent to move (view sample, specify how they will be receiving transcripts i.e. "are forthcoming via mail" "are forthcoming electronically").
3. In order to move a column, the district must have official transcripts from ALL colleges or universities that comprise the credits you have taken for current movement.
4. The letter must be submitted **before the first day of school** in order to take effect for the upcoming school year. If you receive enough credits to move a column, but it is after the start of the school year, submit the letter requesting column movement for the following school year.

***Highly recommended to make copies of EVERYTHING you submit or receive. When requesting movement send both electronic and hard copies (hand deliver or mail your letter).

You will receive confirmation from the superintendent's secretary when all items have been received, granting column movement.

***You may request a movement mid-degree. For example, if you are working towards earning a master's degree. The scale includes a bachelor's +12 column. Once you have taken 12 credits (even though your degree is not complete) you may submit a letter requesting column movement. Please refer to the pay scale for reference on column movement categories.

Date:

Dear Superintendent,

As per our collective bargaining agreement, I am requesting column movement on the pay scale from [redacted] to [redacted] beginning the 20[redacted]-20[redacted] school year. Thank you for your attention to this matter. Official transcripts [redacted].

Sincerely,

[redacted]