



Oradell Public School District

Our children, our hope, our future

SALARY GUIDE ADVANCEMENT FORM

NAME: _____ POSITION: _____ DATE: _____

Please complete this form and return it to Human Resources. As a reminder, all classes used for movement on the guide must have the prior approval of the superintendent. This request cannot be processed unless an electronic transcript is sent directly to Human Resources (skrocea@oradellschool.org) or an original transcript (in a sealed envelope) is included. **Forms will be returned if transcripts are not received or attached.** The transcripts **must indicate conferment of degree**, when applicable. Staff members are required to submit their requests for salary guide advancement as follows:

SUBMIT REQUEST ON OR BEFORE	AGENDA DATE	FROM DEGREE (CHECK ONE)	TO DEGREE (CHECK ONE)	EFFECTIVE DATE
JUNE 15th	2nd June Agenda	__BA	__BA+15	JULY 1st
SEPTEMBER 15th	2nd September Agenda	__BA+15	__MA	OCTOBER 1st
DECEMBER 1st	Final December Agenda	__MA	__MA+15	JANUARY 1st
MARCH 15th	2nd March Agenda	__MA+15	__MA+30	APRIL 1st

GRADUATE CREDITS

	NAME OF COURSE	COLLEGE OR UNIVERSITY	YEAR	CREDITS
1				
2				
3				