

**WEST BRANCH COMMUNITY SCHOOLS
Professional Growth Plan**

Name _____ Date _____

Administrative approval in advance is required to assure salary schedule credit for college or university work or other authorized programs taken after beginning employment in the District.

An employee who meets educational standards for horizontal advancement on the salary schedule must give notice in writing of such intended schedule advancement to the Central Office by April 1 of the year preceding the school year when such change will take effect. Notification is to be completed by letter.

To be eligible for horizontal advancement on the salary schedule, the necessary degree must be granted or the necessary course credit must be received and verified to the Central Office by official transcript prior to October 15.

Where said college course credit or other acceptable credit is to be used for the purpose of horizontal advancement on the salary schedule, such credit must be related to the major assignment of the employee or meet a requirement toward a degree related to the major assignment of the employee in the West Branch School System.

Name of Course _____

Beginning Date _____ Ending Date _____

Course Number _____ Number of Graduate Hours: Semester ____ Quarter ____

Name of College or University _____ No. of weeks _____

Current Degree _____ State Graduate Major(s) _____

Hours Beyond Degree _____ State Minor (if any) _____

Signed: _____
Applicant **Date**

Note to Applicant: Complete the Professional Growth Plan form and submit it to your building principal who will forward it to Central Office. After it has been processed, a copy will be forwarded to you. Upon completion of the course, verification of credit earned must be forwarded to Central Office before credit will be granted.

Administrative Approval: _____
Building Principal **Date** **Superintendent** **Date**