EDUCATIONAL SERVICE UNIT NO. 13
REQUEST FOR HORIZONTAL ADVANCEMENT ON SALARY SCHEDULE
(MUST be submitted by June 1st for budgeting purposes.)

1. Name _____ Date _____
2. Present placement on 2021-2022 Schedule: IV Level: _____
3. Proposed placement on 2022-2023 Schedule: IV Level: _____
4. Highest degree earned to date: _____ Date earned: _____
5. Certificated area(s) of endorsement: (1) _____
   (2) _____ (3) _____
6. List course titles **already completed** or **to be completed** for which credit is being requested:

Courses Completed/To Be Completed	Institution	Year Completed	Sem. Hrs.

Total semester hours beyond the last highest degree for which credit is being requested: _____

An official transcript or other evidence must be on file at the ESU #13 office by September 1st in order to receive credit on the schedule.

7. When completed, will the above courses qualify you for the following:
   ☐ Yes ☐ No The next degree? Degree: _____
   ☐ Yes ☐ No A new area of endorsement? Area: _____
   ☐ Yes ☐ No Apply toward a new area of endorsement? Area: _____
8. ☐ Yes ☐ No Are these hours related to your area of responsibility?

FOR OFFICE USE ONLY:

Placement is approved on 20_____ - 20_____ Schedule IV: Level:_____

Signature of Administrator:_____ Date:_____