

**SIoux CITY COMMUNITY SCHOOL DISTRICT APPLICATION
FOR HORIZONTAL ADVANCEMENT ON SALARY SCHEDULE
SUBMIT TO HUMAN RESOURCES DEADLINE – SEPTEMBER 15**

Name: _____	Employee ID#: _____	Date: _____
School: _____		

1. I am applying for horizontal advancement on the salary schedule as follows:

From (Current Status)	To (Requested Classification)
<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Bachelor's Degree + 15
<input type="checkbox"/> Bachelor's Degree + 15	<input type="checkbox"/> Master's Degree
<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Master's Degree + 15
<input type="checkbox"/> Master's Degree + 15	<input type="checkbox"/> Master's Degree + 30
<input type="checkbox"/> Master's Degree + 30	<input type="checkbox"/> Doctorate Degree
<input type="checkbox"/> Doctorate Degree	

2. In order to qualify for this advancement, I have completed the following coursework within the last seven years and received a grade of A or B (list only the courses specifically used for this advancement).

Course #	Course Name	Institution Granting Credit	Semester Hours	Date Completed Month/Year

3. If advancement is to the Master's or Doctorate Degree, I received my _____ Degree from _____ on _____.

4. Official Transcript(s) to substantiate the above coursework/degree are:

- Already on file with Human Resources office.
- Attached in university/college sealed envelope.
- Requested and will be presented as soon as received in university/college sealed envelope.
- Requested and being sent directly to the Human Resources office.

5. Comments or additional information _____.

*****For Human Resources office use only*****

Advancement is _____ Approved _____ Disapproved

Reason(s) _____

Annual Salary before advancement _____

Annual Salary after advancement _____

Human Resources Office Signature _____

NON-DISCRIMINATION STATEMENT

The Sioux City Community School District offers career and technical programs in the following areas: Business & Marketing, Family & Consumer Science, Health Science, and Industrial Arts, Technology, & PLTW. The Sioux City Community School District is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, genetic information (for employment), national origin, religion, age (for employment), disability, socioeconomic status (for programs), marital status (for programs), or veteran status (for employment) in its educational programs and its employment practices. The District is required by Title IX and 34 CFR Part 106 not to discriminate on the basis of sex in its programs, activities, or employment. Inquiries or grievances under Section 504 and Title II of the Americans with Disabilities Act may be directed to Dr. Dora Jung, Director of Student Services & Equity Education/Title IX Coordinator at 627 4th Street, Sioux City, IA 51101, (712) 279-6075, jungd@live.siouxcityschools.com. Inquiries about the application of Title IX and its regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary of the U.S. Department of Education, or both. Please see District Board policies 103 and 504.4 for additional information on available grievance procedures.