



Notice of Intent for Salary Advancement

STAFF MEMBER NAME: _____

Please be advised that I am giving notice of my intent to advance on the appropriate Great Prairie Area Education Agency salary schedule for the _____ - _____ contract year.

It is my intention to complete _____ college credit hours, which (in addition to the _____ college credit hours already taken) will allow me to move from my current degree of _____ to my advanced degree of _____.

Employee (Date)

Associate Administrator or Director (Date)

Supervisor (Date)

Note: This form must be filed by June 1 of the year prior to advancement. Transcripts or grade reports evidencing the advanced degree must be filed with the Human Resources office on or before September 15 to effect advancement.

Revised 04/05/21