

Dear <<Human Resource Department>>

My Name is <<First and Last Name>>. I am a teacher at <<School>>. I would like to move over on the district salary schedule, and I have some questions.

Do the classes I take need to be pre-approved? If so, what is the process for Pre-approval?

How and when do I submit my classes?

Do I need to submit classes as I complete them, or should I wait until I have enough credits to move on the salary schedule?

Is there a limit to how many lanes I can move per school year?

Do the classes I take have to be graduate-level?

Does the university have to be accredited? If so, what accreditation(s) do you accept?

Does the district or union offer financial assistance toward advanced degrees or professional development?

Are there any rules or recommendations for moving over on the pay scale?

Thank you for your time!

<<First and Last Name>>