

SCOTCH PLAINS-FANWOOD SCHOOL DISTRICT
ANTICIPATED HORIZONTAL ADVANCEMENT ON SALARY GUIDE FORM III

TO: BUSINESS ADMINISTRATOR

FROM: _____
(Print Name)

LOCATION: _____

SUBJECT: _____

GRADE/ASSIGNMENT: _____

**THIS FORM MUST BE SUBMITTED BY FEBRUARY 1ST OF THE SCHOOL YEAR PRECEDING
ANTICIPATED ADVANCEMENT OR ADVANCEMENT ON SALARY GUIDE WILL BE DELAYED BY
ONE SCHOOL YEAR AND THE ADJUSTMENT SHALL NOT BE RETROACTIVE.**

I. CURRENT GUIDE: (Please check box)

BA BA+30 MA MA+30 Advanced Degree (Post Masters)

II. ANTICIPATED GUIDE: (Please check box)

BA+30 MA MA+30 Advanced Degree (Post Masters) Doctorate

III. ANTICIPATED DATE OF CHANGE: (Please circle one)

SEPTEMBER 1ST

FEBRUARY 1ST

Employee Signature: _____ Date: _____

***This form must be submitted to the Business Administrator
and a copy provided to the SPFEA Secretary.***

FOR BUSINESS OFFICE USE ONLY

ACKNOWLEDGEMENT OF APPROVAL

Date Received: _____

Approved By: _____
(Signature of Business Administrator) (Date)