

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

TO: SUPERINTENDENT/DESIGNEE AND SPFEA CREDENTIALS COMMITTEE

FROM: _____ LOCATION: _____
(Print Name)

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 one)

☐ BA ☐ BA+30 ☐ MA ☐ MA+30 ☐ ADVANCED DEGREE

II. ANTICIPATED GUIDE: (Please check one)

☐ BA+30 ☐ MA ☐ MA+30 ☐ ADVANCED DEGREE ☐ DOCTORATE

III. ANTICIPATED DATE OF CHANGE: (Please check 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)