

# REQUEST FOR AUTHORIZATION OF GRADUATE SALARY

The Licensure Section shall authorize salary on the master's level (or other appropriate) salary schedule for professional educators who hold master's degrees or advanced degrees that do not lead to a professional educator license if the following criteria are met:

- (1) The master's or higher degree is from a regionally accredited IHE.
- (2) The master's or higher degree is in an education or subject area directly related to an existing area of licensure and current teaching assignment or instructional support responsibilities.
- (3) The educator's assignment for the majority (50% or more) of the school day is in the area for which the master's or higher degree applies.

**Please print or type.**

last name

first name

middle name

maiden

social security number

LEA number

school number

salary level requested: \_\_\_\_\_

area of assignment: \_\_\_\_\_

percent of day spent in that assignment: \_\_\_\_\_

school year for which approval is requested: \_\_\_\_\_

I certify that this individual's assignment qualifies him or her for placement on the graduate salary schedule.

\_\_\_\_\_  
superintendent or personnel officer

\_\_\_\_\_  
date

\_\_\_\_\_  
email address