



Jefferson Township Public Schools

31 Route 181 Lake Hopatcong, NJ 07849
Phone (973) 663-5780 Fax: (973) 663-2790
www.jefftwp.org

Heather Racansky
Coordinator of Human & Public Relations

APPLICATION – SALARY ADVANCEMENT

(Submission Dates: July 1st - November 1st – ONLY)

Name: _____

Date: _____

Building Assignment: _____

Grade/Subject: _____

Salary Level Requested (circle): BA+15 | MA | MA+15 | MA+30 | MA+45

LIST ALL COURSES TAKEN FOR ‘Current’ ADVANCEMENT AS REQUESTED ABOVE

You must use correct course #'s and titles as shown on the official college transcripts or this application will not be processed. DO NOT list courses previously used for advancement.

Course #	Course Title	College/University	Date Completed	Credits Earned	OFFICE USE

**** An Official UNOPENED college transcript listing all above courses is required to be eligible for advancement. NO EXCEPTIONS.**

Please list previous degree information:

College or University	Degree Awarded	Month	Year

APPLICATION – SALARY ADVANCEMENT

(Page 2 of 2)

COMMENTS AND EXPLANATION	
<i>Explain the purpose of any course(s) and title(s) of which may not indicate clearly a connection with your subject area, supervisory, or administrative field)</i>	
Your signature indicates that all information stated on this application is correct and true.	
Signature: _____	

District Evaluation:

DISPOSITION	
<input type="checkbox"/> Approved	Level Effective: _____
<input type="checkbox"/> Denied	
<i>Comments:</i> _____	
_____ Superintendent's Signature	_____ Date

Please submit to Human Resources

White: Employee

Yellow: Personnel File