WILKES-BARRE AREA SCHOOL DISTRICT
INCENTIVE RAISE APPLICATION

Date Submitted: _____
PRINT Full Name: _____

Signature: _____

School: _____
Home Address: _____

My present academic achievement level is: (CHECK ONE)		My new academic achievement level is: (CHECK ONE)	
Bachelors	_____	Bachelors +15	_____
Bachelors +15	_____	Bachelors +30	_____
Bachelors +30	_____	Bachelors +39	
Bachelors +39		Masters Equivalency	
Masters Equivalency		Masters	
Masters		Masters +9	_____
Masters +9	_____	Masters +18	_____
Masters +18	_____	Masters +27	_____
Masters +27	_____	Masters +36	_____
Masters +36	_____	Masters +45	_____
Masters +45	_____	Masters +54	_____
Masters +54	_____	Doctorate	_____

*Please identify courses to be used toward this pay incentive and **attach corresponding course approvals:**

Name of University/College/I.U: _____	Course: _____	Credits: _____
Name of University/College/I.U: _____	Course: _____	Credits: _____
Name of University/College/I.U: _____	Course: _____	Credits: _____
Name of University/College/I.U: _____	Course: _____	Credits: _____
Name of University/College/I.U: _____	Course: _____	Credits: _____
Name of University/College/I.U: _____	Course: _____	Credits: _____
		Total Credits: _____

*For each course identified above please submit **official graduate transcripts (sealed)** from the appropriate school of higher education or official letters from the I.U.

****I.U. courses can only be used once towards a pay incentive raise.**

*To provide adequate time to process claims, this application must be forwarded to the **HUMAN RESOURCE DEPARTMENT on or before:**

September 30 January 31

*If you have applied for this before, please do not reapply unless you have additional evidence to support your claim.

To be completed by the Human Resource Department:

Building Code: _____ Lane: _____ Credits: _____ Step: _____

Date Received: _____ Board Approval Date: _____ Effective Date: _____