

Placement on the Salary Schedule **MEA**

To receive proper placement on the salary schedule for a full year, it is the teacher's responsibility to have an **official** transcript on file in the Personnel Office on or before **September 15**.

If a teacher completes the requirements for an **additional degree** after September 15 and **before January 30**, the increase shall be prorated for a half year and paid over the remaining time of the contract, provided that the official transcript is received in the Personnel Office on or before **January 30** of that year.

A grade report or letter from the college/university shall substitute temporarily for the official transcript if submitted by the deadlines stated above.

The official transcript should be sent to the Personnel Office at the Board Office and shall be retained in the teacher's personnel file during the term of employment. Photo copies or faxed copies of transcripts are not considered acceptable documentation for Personnel Office purposes.