

West Carroll Special School District  
Procedure for Adding Additional Degree for Salary Purposes

**General Information**

Additional degrees for salary purposes must be granted from a regionally accredited institution. A list of accredited institutions is available on the state website at this address: <http://tn.gov/education/lic/regionalagencies.shtml>. The courses taken or degree received must be functionally related to the area of endorsement on the teaching license held by the individual or indicates that public education was the primary aim.

Notice must be given in writing of the employee's intention to complete academic training for a higher salary rating to the director of schools and to the chair of the local board prior to budget approval. Since West Carroll's budget is approved in June, for planning purposes this intention should be submitted by April 1.

Additional training completed after the beginning of a school year, but prior to January 1 of that school year, would qualify the employee for a higher salary rating beginning January 1 with a re-determined salary. To receive the adjustment the employee should give written notice prior to January 1 of that school year.

No salary increase will be granted until all proper documentation has been submitted to the district office including proof that application has been made to the Tennessee Department of Education for a licensure upgrade.

**Documentation**

The attached form will be submitted to document how courses relate to present areas of endorsement or to public education and as notification of intention for a higher salary rating to the director or schools and chair of board of education.