

Teacher Name \_\_\_\_\_ Current Salary (Step/Lane) \_\_\_\_\_  
 Social Security # \_\_\_\_\_ School Year(s) \_\_\_\_\_  
 Date Submitted \_\_\_\_\_ Total Units \_\_\_\_\_  
 Home School \_\_\_\_\_ (Submitted at this time) \_\_\_\_\_

HR Verification: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Placement on Salary Schedule: \_\_\_\_\_

**FINAL RECORD OF UNITS EARNED FOR ADVANCEMENT ON SALARY SCHEDULE**

School Year: \_\_\_\_\_  
 Unit Title: \_\_\_\_\_  
 Unit Category #: \_\_\_\_\_  
 # Units: \_\_\_\_\_  
 Admin. Sig. \_\_\_\_\_  
 School: \_\_\_\_\_

School Year: \_\_\_\_\_  
 Unit Title: \_\_\_\_\_  
 Unit Category #: \_\_\_\_\_  
 # Units: \_\_\_\_\_  
 Admin. Sig. \_\_\_\_\_  
 School: \_\_\_\_\_

School Year: \_\_\_\_\_  
 Unit Title: \_\_\_\_\_  
 Unit Category #: \_\_\_\_\_  
 # Units: \_\_\_\_\_  
 Admin. Sig. \_\_\_\_\_  
 School: \_\_\_\_\_

School Year: \_\_\_\_\_  
 Unit Title: \_\_\_\_\_  
 Unit Category #: \_\_\_\_\_  
 # Units: \_\_\_\_\_  
 Admin. Sig. \_\_\_\_\_  
 School: \_\_\_\_\_

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 Unit Title: \_\_\_\_\_  
 Unit Category #: \_\_\_\_\_  
 # Units: \_\_\_\_\_  
 Admin. Sig. \_\_\_\_\_  
 School: \_\_\_\_\_

School Year: \_\_\_\_\_  
 Unit Title: \_\_\_\_\_  
 Unit Category #: \_\_\_\_\_  
 # Units: \_\_\_\_\_  
 Admin. Sig. \_\_\_\_\_  
 School: \_\_\_\_\_

School Year: \_\_\_\_\_  
 Unit Title: \_\_\_\_\_  
 Unit Category #: \_\_\_\_\_  
 # Units: \_\_\_\_\_  
 Admin. Sig. \_\_\_\_\_  
 School: \_\_\_\_\_

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 Unit Category #: \_\_\_\_\_  
 # Units: \_\_\_\_\_  
 Admin. Sig. \_\_\_\_\_  
 School: \_\_\_\_\_

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 Unit Category #: \_\_\_\_\_  
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 Unit Category #: \_\_\_\_\_  
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 Admin. Sig. \_\_\_\_\_  
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 Unit Title: \_\_\_\_\_  
 Unit Category #: \_\_\_\_\_  
 # Units: \_\_\_\_\_  
 Admin. Sig. \_\_\_\_\_  
 School: \_\_\_\_\_

School Year: \_\_\_\_\_  
 Unit Title: \_\_\_\_\_  
 Unit Category #: \_\_\_\_\_  
 # Units: \_\_\_\_\_  
 Admin. Sig. \_\_\_\_\_  
 School: \_\_\_\_\_

**Please Note:**

**This page must be submitted to Human Resources for “Block” advancement on the teacher salary schedule. Maintain a copy of the completed document for your personal file and forward a copy to your Building Administrator.**

**No artifacts are to be attached to this sheet.**

**IT IS THE TEACHER’S RESPONSIBILITY TO MAINTAIN THIS FORM UNTIL S/HE HAS ACCUMULATED ALL THE UNITS NECESSARY FOR ADVANCEMENT TO THE NEXT BLOCK**

**\*Only 3 carryover units allowed. Record those on a new Final Record sheet.**