

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 S. Dunton Avenue
Arlington Heights, IL 60005

To: All Certificated Teachers

March 2025

From: Kendra Perri
Assistant Superintendent for Personnel & Planning

If you have completed additional hours of graduate credit at an accredited college or university which advances you on the salary schedule, you must report this training to the Personnel Office. Please include only those courses for which you have actually enrolled. **Courses which end after the beginning of the 25-26 school year, will not advance you on the salary schedule until mid year.** See Article 15, Section A of the Professional Agreement. Also, please refer to Article 15, Section D (page 15.04) for the limitations on graduate school coursework.

In order for this additional training to be reflected in your first semester's pay for the 2025-26 school year, **we must receive this form no later than August 1, 2025.** Information received by the Personnel Office after August 1, 2025 will be used to make salary adjustments in the second semester. Official transcripts are to be sent directly to this office from the educational institution as soon as possible and **no later than November 1, 2025.** **Records of grades may not be substituted for official transcripts.** If submitting the transcripts via e-script, please have the transcripts sent directly to aspence@sd25.org. Please use the form below to indicate additional training.

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
Arlington Heights, Illinois

Name _____ Building _____

As a result of the following graduate credit(s), my place on the salary schedule is _____. I have requested transcripts of this work to be sent to the Personnel Office. (Please print)

Graduate Courses Title and Number	Expected Completion	Semester Hours	College or University

Teacher's Signature

Office: Current Step: _____ Current Lane: _____