

**Meredosia-Chambersburg Community Unit School  
District No. 11**

Mr. Thad Walker, Superintendent  
Elementary Principal  
Phone: 217-584-1744  
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830 Main Street  
Meredosia, IL 62665

Mr. Daniel Carie  
Jr./Sr. High Principal  
Phone: 217-584-1291  
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**Request for Approval for Accredited College Hours or CEU/CPDU  
Hours towards Horizontal Advancement**

I, \_\_\_\_\_ hereby request horizontal advancement on the salary schedule with the approval of all accredited college hours or CEU/CPDU hours I am submitting.

One continuing education unit (CEU) is defined as fifteen (15) contact hours/CPDU's of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

Eight (8) continuing education units equal one (1) horizontal advancement on the salary schedule.

\*This practice can only be exercised once (1) every five years from the date of salary advancement approval by the superintendent. All past practices are null and void.

With approval the Superintendent will provide staff member with signed and dated documentation of this move on the salary schedule on district letterhead.

\*\*It is the employee's responsibility to keep track of his/her hours and submit this completed form for pay advancement on the salary schedule.

Approved: \_\_\_\_\_  
Not Approved: \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

*\*Proof of all accredited college hours which may apply toward the horizontal advancement on salary schedule must be submitted to District Office by September 1.*