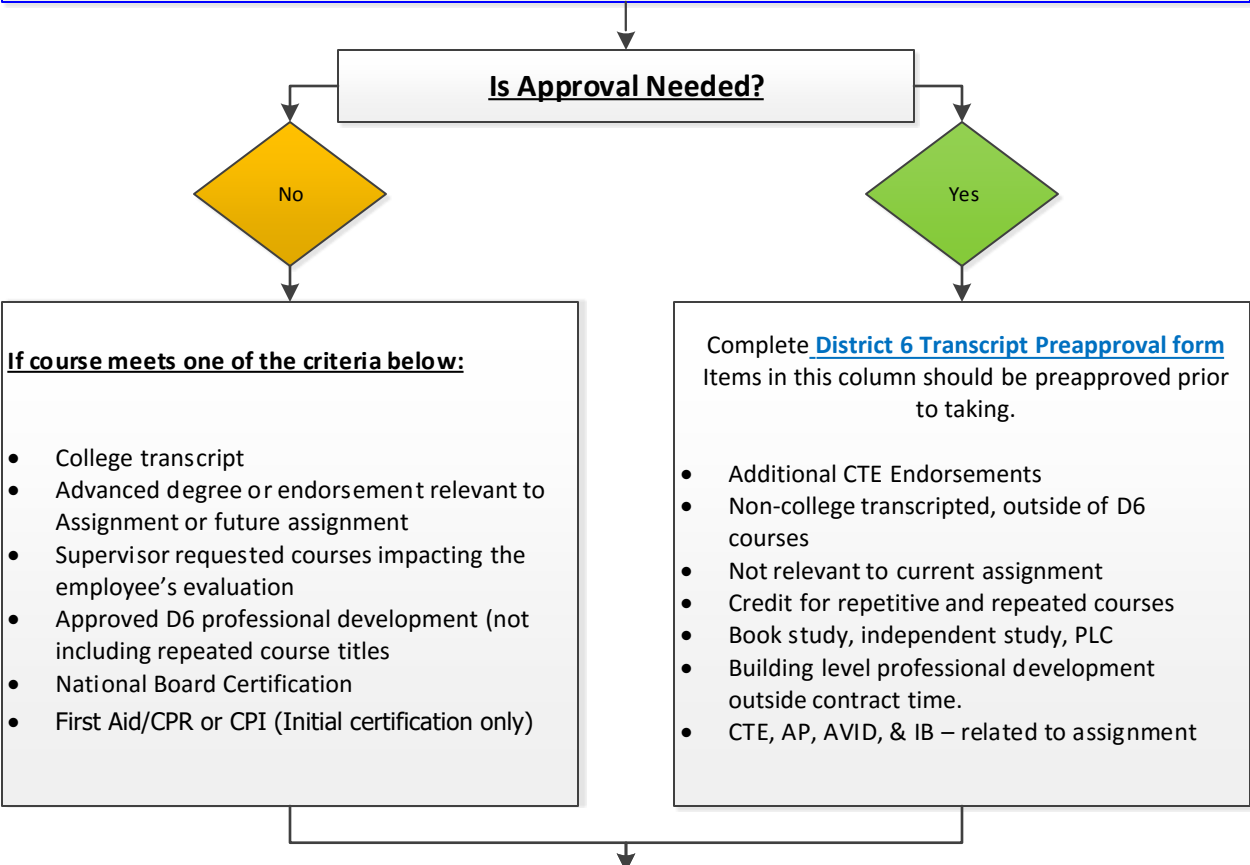


# Horizontal Advancement Criteria

All applicants applying for Horizontal Advancement must complete the **[Intent to Move Form](#) by March 1 prior to school year of requested advancement** or you will not be eligible for Horizontal Advancement.



**[Verification of Coursework Form](#)**  
**Verification of Coursework Form must be submitted by September 15 for fall (Window #1) or January 15 for spring (Window #2)**

The electronic form must include:

- Where course was taken – university, D6, etc
- Course name **and** number (if applicable) – Listed on transcripts
- Date course was taken – listed on the transcript

Transcripts, both college/university and D6 must be received by October 1 for fall advancement and February 1 for spring advancement. If you have obtained a Master's or higher degree, please make sure the transcript shows **degree and date conferred**. Transcripts may be submitted by email or directly to HR from the college/university/D6. You can send them to [district6-humanresources@greeleyschools.org](mailto:district6-humanresources@greeleyschools.org).

**Please note:**

- Courses not relevant to current assignment or earned grades of D or F or unsatisfactory, will not be honored for Horizontal Advancement.
- Failure to submit all correct transcripts, and/or forms sent after the deadlines will not be considered for Horizontal Advancement.

Online Resource: <https://www.greeleyschools.org/Page/12945>