

WESTBURY UNION FREE SCHOOL DISTRICT

APPLICATION FOR APPROVAL OF GRADUATE CREDITS FOR PLACEMENT ON ADVANCED SALARY SCHEDULE

(NOTE: Official transcript must be submitted prior to approval by Board of Education)

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ GRADE/SUBJECT: \_\_\_\_\_

BACHELOR'S DEGREE

MASTER'S DEGREE

DOCTORATE'S DEGREE

Degrees Held	_____	_____	_____
College/University	_____	_____	_____
Date Degree Awarded	_____	_____	_____
Graduate Credits +15	_____	_____	_____
Beyond Degree +30	_____	_____	_____
+45	_____	_____	_____
+60	_____	_____	_____

TEACHER'S REQUEST FOR APPROVAL OF GRADUATE CREDITS BEYOND DEGREES EARNED:

I am currently on the \_\_\_\_\_ salary schedule. I request advancement to the \_\_\_\_\_ salary schedule.

TRANSCRIPTS: (See #3 below) \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

INSTRUCTIONS: Submit by November 1<sup>st</sup> for courses completed by September 1. Advancement approved by Board of Education in November shall be retroactive to September 1<sup>st</sup>.

1. Obtain Principal's signature in appropriate place.
2. Return completed form to Human Resources Office.
3. TRANSCRIPTS: Please indicate a,b,c or other, in the space provided above.
  - a. Official transcripts attached.
  - b. Transcripts to be forwarded to Human Resources by college or university.
  - c. Transcripts on file in Human Resources Office.

CREDITS EARNED

<u>Course Number</u>	<u>Title of Course</u>	<u>Date Course Taken</u>	<u>College or University</u>	<u>No. of Credits</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In-Service Courses

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signatures:

\_\_\_\_\_  
Assistant Superintendent for Personnel

\_\_\_\_\_  
Building Principal