Greenwood Lake Union Free School District

Greenwood Lake, New York 10925

Request for Approval of Graduate Work to be Claimed for Salary Increase

I am considering enrolling in the Graduate Courses listed below and request that the Superintendent indicate if they are acceptable for a salary adjustment.

Institution _____ Institution grants Graduate Degree? ☐Yes ☐No

Term & Year	Course (Number & Title)	Credit Hours

Or

____ In-service Credit Request: One graduate credit hour per 15 in-service hours
Attach transcript from My Learning Plan of such hours.
_____ / 15 = _____
In-Service Hrs Graduate Credits

I understand that credits shall be paid only for courses approved in advance related specifically to my area of assignment or teaching methodology within that area.

I understand the conditions set up for such approval are as follows:

a. Only **graduate level** courses will be allowed for salary credit (attach syllabus).
b. Courses must be taken within an accredited graduate degree granting institution.
c. Subjects/courses required for initial teaching licenses are not included.
d. Salary credit will be allowed only for courses **approved in advance**.
e. Salary adjustment will be made in accordance with the salary schedule and aggregate rules, as per GLTA contract language.
f. The maximum salary increase for graduate work in any twelve month period may be limited.
g. Official transcripts of any approved course(s) completed during the fall, winter, spring and summer sessions in accordance with regulations are to be filed with the Superintendent of Schools as soon as grades are issued for the course(s) taken. TRANSCRIPTS MUST CONFIRM THAT COURSES ARE GRADUATE LEVEL.

_____

Teacher Name Signature Date

*** Your signature is certification that the above information is true and just.*

Subject to the above conditions

____ Courses totaling ____ credits are approved

____ Courses are disapproved. Reason: _____

_____

Prior Approval by Superintendent Date

_____

Final Approval (official transcript received) Date

White – Superintendent Yellow – Business Office Pink - Administrator