



Crossover Procedure

Office of Curriculum & Instruction

Updated 9.23.24

Eligibility:

You have:

- Received prior approval via Frontline for the credits you submit for salary credit.
- Earned the credits either during the school year or during the summer. *
- Earned at least 6 credits from an accredited institution of higher learning for each 15 points of salary guide credit.
- Earned the remaining credits from either an accredited institution of higher learning or 1 credit per 15 hours of *approved* in-service credit.
- Been present at least 80% of the workdays during which you took the courses submitted for crossover.

*To earn credits during the school year, you cannot be on unpaid leave or disability and must be present at work for at least 80% of the workdays during which the course is taken.

Note: *All credits submitted for crossover must be directly related to the teacher's own field of work in Manhasset or closely related fields.*

You have not:

- Received a crossover during the last 12 months. (You may submit for either a September or February crossover, not both.)
- Submitted coursework previously accepted for a prior crossover.
- Been on unpaid leave or disability during the school year.

Submission:

- You must complete two forms on Frontline:
 - *Salary Movement Crossover Request* form located in "FORMS."
 - *Crossover Request Application* found in "My Info"

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- **Choose 15 credits only for your application. (At least 6 credits must be graduate courses.)**
- The college or university you earned credit from must email an official transcript for each graduate class to the Office of Curriculum and Instruction.
- You must submit proof of completion for each in-service course taken.

To allow us to process these applications expeditiously, please submit all requirements as closely together as possible.

Approval Process:

- All applications are reviewed carefully. You will receive notification should we require additional information or clarification.
- When your application for a crossover is approved, you will receive written notification from the Office of Curriculum and Instruction prior to Board of Education approval.

Timetable:

- **September crossovers will be accepted May 1st-August 31st.**
- **February crossovers will be accepted October 1st-January 31st.**

Other: Coursework taken prior to employment

- If you are enrolled in a credit-bearing, degree or advanced certificate granting program prior to employment in the district, you must present this information for evaluation at the time of employment. If you present it after the fact, it will not be accepted.
- If presented and approved by the district at the time of employment, you may be eligible for salary advancement. See MEA contract 4.18.F-I for more information.

Reference:

Manhasset Educators' Association contract, 4.18-4.19