

SYOSSET CENTRAL SCHOOL DISTRICT  
Syosset, New York



TO: Personnel Office

Date Rec'd

FROM: \_\_\_\_\_  
(Name)

\_\_\_\_\_ (School)

I have completed requirements for promotion from Schedule \_\_\_\_\_ to Schedule \_\_\_\_\_ by taking the courses, or earning the degree as set forth below. The courses listed come under one of the following categories:

1. Courses leading to the Masters or Doctoral degree \_\_\_\_\_
2. Degree earned \_\_\_\_\_ date awarded \_\_\_\_\_ College \_\_\_\_\_
3. Prescribed courses taken in conjunction with a Sixth Year program leading to a certification or diploma \_\_\_\_\_
4. Other advanced study courses that have received prior approval of the Asst. Superintendent for Curriculum, Research and Technology or in-service courses \_\_\_\_\_

Course Number	Course Title	Graduate (G) or In-service (I)	Number of Credits	Date Completed	University Attended/Provider

I understand it is my responsibility to furnish official transcripts in support of the above and I have requested the universities concerned to send the transcripts to your office.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Note: Placement on higher salary schedule will be effective on either:

- September 1<sup>st</sup>, after conclusion of Summer Sessions
- February 1<sup>st</sup>, after conclusion of Fall Semester
- September 1<sup>st</sup>, after conclusion of Spring Semester
- Only one salary increment per school year
- This form must be received in the Personnel Office by either deadline date (September 1<sup>st</sup> or February 1<sup>st</sup>) for an increment for that school year.

\_\_\_\_\_  
Approved by:

Salary:

Date: