

WYANDANCH UNION FREE SCHOOL DISTRICT

OFFICE OF HUMAN RESOURCES

TO: All Teachers

FROM: Rascheda Wallace, PHR, Assistant to the Superintendent for Human Resources

DATE: Sept 2023

RE: Continuing Education Courses

Teachers may use this form for recognition on the salary scale for graduate and/or in-service course work completed prior to September 1st (Fall) or January 30th (Spring). Teachers who wish to be recognized for coursework completed for salary movement should complete this form and attach all supporting documentation (pre-approval @ the building & district level from Frontline (MLP), completion certificates and/or official transcripts) and submit it to the Office of Human Resources by September 30, 2022 (Fall) or January 30th (Spring). Remember that salary schedule advancement occurs in blocks of 15 credits only, and will be retro-active to September 1st for the fall semester or February 1st for the Spring semester.

(Please note: 15 hours of in-service course work is equal to 1 credit. Only 6 credits of the 15 can be In Service Coursework, the remaining 9 must be Graduate Credits. Your salary may only change once every two years.)

I, _____, hereby request that I be recognized for completing ____ credits.
(Position _____ School: _____).

These credits will change my salary placement, retro-active to September 1, 2019, from BA/MA (circle one) and ____ credits to BA/MA (circle one) and ____ credits.

NOTE: The following items must be included when returning this form to the Office of Human Resources:

- Completed list of all the course work for which you are requesting credit (see for attached).
- Pre-approved for this course work.
- Official transcripts and/or evidence of completion.

SIGNATURE

DATE

***Incomplete packages will not be processed.**

	Date Course completed	Course Number	Name of Course(s)	School/Organization	Credits Awarded
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

NAME