

# Application for Salary Adjustment for Graduate and Inservice Credit Hours Completed

CLARENCE CENTRAL SCHOOL DISTRICT  
9625 MAIN STREET  
CLARENCE NEW YORK 14031  
(716) 759-0107

A total of twelve (12) hours of credit, including both college courses and inservice courses, may be earned per school year, six (6) of which may be earned in one semester. The number of college credit hours a staff member may earn during the summer is not limited.

All graduate hours beyond the Master's degree and inservice credit hours are subject to prior approval by the Director of Curriculum. Courses for salary credit beyond the Master's degree must have a direct application to the teacher's present teaching responsibilities.

Salary adjustments for additional academic training are made as of September 1st and February 1st. Claims for salary credit must be submitted within thirty (30) calendar days of the date the salary change is to be effective; that is, September 30th and February 28th.

Transcripts or grade reports, if not already on file, must accompany this request for a change in salary and indicate that the work was completed prior to the date established for a salary change.

<b>To:</b>	Director of Personnel	<b>Date:</b>
<b>From:</b>		
<b>Building:</b>		

Institution Where Course(s) Was/Were Completed	Name of Course(s)	Date Completed	Graduate/Inservice Hours Earned
<b>Total Hours Earned for Salary Credit:</b>			

<b>My CURRENT salary is:</b>		
\$	Step:	Salary Level (e.g. MA + 12):
I expect the hours earned to ENTITLE me to a salary of:		
\$	Step:	Salary Level (e.g. MA + 18):
Signed: _____		

**PLEASE ATTACH TRANSCRIPTS OR GRADE REPORTS TO THIS FORM**