

Application for Salary Adjustment for Completed Graduate Hours

CLARENCE CENTRAL SCHOOL DISTRICT
 9625 MAIN STREET
 CLARENCE, NEW YORK 14031
 (716) 407-9107

A total of twelve (12) hours of credit, including 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 will be subject to prior approval by the Director of Curriculum. Courses for salary credit beyond the Masters must have a direct application to the teacher's present teaching responsibilities.

All college and inservice work claimed for salary credit must be supported by written evidence of successful completion. Salary adjustments for additional academic training are made as of September 1st and February 1st. Claims for salary credit must be submitted by October 1st or March 1st, and evidence must be submitted that the work was completed prior to the date established for salary change.

To:	Director of Personnel	Date:
From:		
Building:		

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

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

PLEASE ATTACH TRANSCRIPTS OR GRADE REPORTS TO THIS FORM