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#WeAreSachem

Sachem Central School District

Personnel Office and Human Resources

Request for In-Service Course Approval & Graduate Courses

This is the only form to be used to identify course requests for in-service and/or graduate courses.

Please resubmit this form when requesting additional courses and use online per course request.

Name

(Subject) Teaching Assignment/ School

Date

I hereby request approval to take the following in-service/graduate course(s) for movement on the salary schedule.

I am **presently** on Step _____ and Column _____.

In-Service Courses limited to nine in-service credits per school year: (July 1 – June 30). *Only nine in-service credit hours may be used in moving from one salary column to another.

Provider	Course #	Course Title	Date	Credits	Approval*

Graduate Courses (In order to receive graduate courses approval, graduate courses must be from institutions of higher learning recognized by the New York State Department of Education, OCUE or be a course or program that yields credit from a provider that is recognized by NYSED OCUE. Professional aspects of teaching courses are limited to no more than six credits for each column movement.)

Provider	Course #	Course Title	Date	Credits	Approval*

*Approval is granted for only the course(s) indicated above. The actual credit hours will be determined upon receipt of official transcripts or certificates of completion for in-service courses. (15 hours are equivalent to one in-service credit for out-of-district courses and 10 hours are equivalent to one in-service credit for in-district courses.)

**Nature of Graduate Course: Teachers will receive salary credit for completed graduate level courses if one of the following criteria is met: 1) The course satisfies a requirement for Professional, Permanent, Provisional, or Continuing Certification or related to teacher's assignment, tenure area or certification; 2) The course provides education in professional aspects of teaching; 3) The courses are related to a certificate recognized by NYSED Office of Initiatives.

***After receiving approval for in-service and graduate coursework you must submit this into your MLP account.

Upon the completion of all coursework required for a salary increase, please submit a "Request for Salary Change" form.

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Please return this form to the Assistant Superintendent for Personnel at District Office.

LIMITATIONS:

- A. **Lateral Column Movement Beyond the Master's Column – no more than three (3) column moves every two (2) years.** The receipt of a Request for Salary Change form from the teacher will alert the Personnel office that a salary change is due. If additional credits (beyond the 3-column limitation within two years) are completed, they will be "held" and applied to the following two-year period. Please note that the limit of nine (9) in-service credits per academic year still applies.
- B. Only nine (9) in-service credits may be taken in any academic year (July 1 – June 30), and only nine (9) in-service credit hours may be used in moving from one salary column to another. All in-service credits beyond a Master's must be taken subsequent to a Master's degree to receive credit.
- C. If more than the maximum nine (9) in-service credits are taken in an academic year (July 1 – June 30), **the excess credits will be dropped.**
- D. NYSUT "Effect Teacher" Workshops sponsored by the District or the Association will be credited as one (1) in-service credit for every ten (10) hours of "seat time."
- E. **On-line courses** must meet the protocol established by the Standards for On-Line Learning per the SCTA Agreement.
- F. No credit shall be granted for video courses or graduate correspondence courses.
- G. All course credentialing information must be submitted to the Personnel Office prior to the commencement of the course; however, such pre-approval may be waived based upon extenuating circumstances at the sole discretion of the Superintendent or Assistant Superintendent.
- H. Graduate courses must be from institutions of higher learning recognized by the New York State Department of Education, Office of College and University Evaluation (OCUE) or be a course or program that yields credit from a provider that is recognized by the New York State Department of Education, Office of College and University Evaluation (OCUE).
- I. Teachers will receive salary credit for completed graduate level courses if one of the following is met:
 - i) The course satisfied a requirement for the teacher's Professional, Permanent, Provisional, or Continuing Certificate or the course is related to the teacher's assignment, tenure area, or a teaching certificate possessed by the teacher.
 - ii) The course provides education in the professional aspects of teaching (such as teaching methodology courses, philosophy of education courses, etc.) and will improve professional competence. For each column movement, no more than six (6) credits shall be permitted provided that course content or subject matters must not be a duplication or similar to previously approved courses. Among the six (6) credits permitted for each column movement, courses must be in different areas of professional aspects of teaching.
 - iii) The courses are related to a certificate recognized by the New York State Department of Education, Office of Teaching Initiatives (OTI)
- J. The responsibility for avoiding duplication of the same course rests with the individual teacher.

ELIGIBILITY FOR SALARY INCREASE

- A. September – Salary increase will be effective as of 9/1 of a school year if all the coursework involved was completed prior to that 9/1 date.
- B. February – Salary increase will be effective as of 2/1 of a school year if all the coursework involved was completed prior to that 2/1 date.
- C. The personnel Office must receive official transcripts and in-service certificates prior to June 30th of the year for which the request for salary change is being made.

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