

**Please write
in black ink only**

**See Reverse Side
for Limitations**

**REQUEST FOR IN-SERVICE COURSE APPROVAL
&
LISTING OF GRADUATE COURSES
(BA+15 THROUGH MA+60)**

NAME

TEACHING ASSIGNMENT – SCHOOL

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

I hereby request permission to take the following in-service course(s) for movement on the salary schedule. I am presently on step _____.

IN-SERVICE COURSES: (limited to nine in-service credits per school year – July 1-June 30)

Provider	Course #	Course Title	Credits	Approval*

Please be advised that the following graduate course(s) should be credited towards my next salary increment.

GRADUATE COURSES:

College/University	Course #	Course Title	Credits

*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.)

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

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

LIMITATIONS:

- A. **Lateral Column Movement Beyond the Masters 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. **On-line courses** must meet the protocol established by the Standards for On-Line Learning per the SCTA agreement.
- E. NYSUT "Effective 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."
- F. No credit shall be granted for graduate correspondence courses.
- G. No credit shall be granted for video courses
- H. Credit will be given up to a maximum of four (4) credit hours of fifteen needed for salary advancement for graduate courses based substantially on travel.
- I. 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.