

Eastport-South Manor Central School District

Personnel Office: 149 Dayton Ave. Manorville, NY 11949
(631) 801-3025 • (631) 801-3017

SALARY ADVANCEMENT APPLICATION

To: Linda Weiss
Assistant Superintendent for Personnel

As per Article X Post-Employment Education of the ESMTA contract,

I, _____, am applying for salary advancement in the:

First Semester (September) Second Semester (February)

I will be moving from Step _____ Column _____ to Step _____ Column _____.

Teaching Position _____ Building _____

Courses listed below will be applied to this advancement. **Note:** All **original** transcripts and grade reports must accompany this form in a sealed envelope or can be sent directly to ESM from the institution. Certificates of completion need to be original but do not need to be in a sealed envelope.

Course	Prior Approval Yes or No	No. Credits Per Course	Submitted Official Trans.	Graduate/ In-Service
1. _____ _____	_____	_____	_____	_____
2. _____ _____	_____	_____	_____	_____
3. _____ _____	_____	_____	_____	_____
4. _____ _____	_____	_____	_____	_____
5. _____ _____	_____	_____	_____	_____
6. _____ _____	_____	_____	_____	_____
7. _____ _____	_____	_____	_____	_____
8. _____ _____	_____	_____	_____	_____

Total Graduate Credits: _____
(9 Graduate Credits or More Required Per Application)

Total In-Service Credits: _____
(Limit of 6 In-Service Credits Per Application)

Signature: _____ **Date:** _____

ARTICLE X SECTION A8 & SECTION B3: Credit will be given in connection with courses completed for lane movement purposes and retroactive to the completion date only if acceptable proof of completed courses is submitted within 30 days of said completion. Thereafter, lane movement will be authorized only in the February or September following the submission of acceptable proof.