

**-IMPORTANT-**

**INSTRUCTIONS FOR**

**REQUESTING CREDIT TOWARD SALARY MOVEMENT**

Please read the following before submitting your request for credits toward salary movement.

1. **Course Approval** – because we are using an online **Course Notification Form** in My Learning Plan, all *Course Notification Forms* receive online administrative approval from the building Principal, Asst. Superintendent for Instruction & Human Resources, and the Superintendent.
  - No more than six (6) in-service credits may be applied to each fifteen (15)-point salary differential.
  - No more than twelve (12) in-service credits may be applied to each thirty (30)-point salary differential.
  - To qualify for one (1) in-service credit, you must complete fifteen (15) hours of instruction.
2. **Course Notifications** – although approval is not always a requirement, the district does require that online *Course Notification Forms* with attached course descriptions be submitted through My Learning Plan for all coursework you plan to credit toward salary movement. Transcripts submitted without an approved online *Course Notification Form*, will not be accepted toward salary movement.
3. **Transcripts – only official transcripts will be accepted. You may collect sealed official transcripts and submit them** along with your request, or have your college forward them directly to:

Marika Chasse  
Irvington UFSD  
6 Dows Lane  
Irvington, NY 10533

Please do not send copies or unofficial transcripts to the district office.

Copies of Certificates of Completion must be submitted for all in-service courses (does not need to be the original certificate). If you have taken a course through the Frontline/MLP catalogs (like NYSUIT), then a copy of your certificate will be embedded (by the catalog vendor) into your online course notification form. No need for you to get a certificate for those courses. We can print them for you. Any courses outside of the Frontline/MLP catalogs will require you sending in a copy of the Certificate of Completion.

4. When ready to be considered for a salary movement, you must submit the following no later than April 1<sup>st</sup> or November 1<sup>st</sup>:
  - A completed **Request for Salary Movement Form** listing each college, the completed course name and the number of graduate or in-service credits you received for each course.
  - Attach official transcripts, or indicate your transcripts were forwarded to the District Office.
  - Certificate of Completion for all in-service courses.
  - Only list the courses you want to use for your salary movement.

- Request for Salary Movement form must be typed.
5. For your convenience, an online **Request for Salary Movement Form** may be obtained here [Salary Movement Form](#) and on the Curriculum and Instruction webpage. It is recommended that you download the *Request for Salary Movement Form* onto your computer. By doing so, you can maintain a current record of your completed courses for easy processing.