



SALARY ADJUSTMENT

One Larkin Center
Yonkers, New York 10701
Tel. 914 376-8075

Name _____ School _____
(Print) Last Name / First Name

Certification Area _____ Certification Number _____

Type of Certification Provisional Permanent Other Expiration Date _____

If you are not certified, have you had a New York State Education Evaluation? Yes No

Are you presently enrolled in a New York State accredited university or college for at least 6 credits in order to meet New York State Certification Requirements? Yes No

SALARY INFORMATION

Request for Salary Adjustment Must be substantiated by Official Transcripts

Present Salary Information: Lane _____ Step _____ Degree _____ \$ _____

Adjusted Salary Information: Lane _____ Step _____ Degree _____ \$ _____

Degrees Awarded: BS _____ BA _____ Month/Year _____ College _____

MS _____ MA _____ Month/Year _____ College _____

PHD _____ Month/Year _____ College _____

BASIS FOR SALARY ADJUSTMENT

List All College or University Credits Earned SUBSEQUENT To Granting of Bachelor's Degree

Credits	College or University	Date of Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total College Credits (Mo./Day/Yr.)

IN-SERVICE CREDITS

Credits	Name of In-Service Course/Where Taken	Date of Completion (Mo./Day/Yr.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total In-Service Credits

Signature of Teacher _____ Date of Application _____

Address of Teacher _____ Home Phone Number _____

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF HUMAN RESOURCES USE ONLY

University Credits _____
In-Service Credits _____
TOTAL CREDITS _____

Payroll No. _____
Budget No. _____
Program No. _____

Placed on Step: _____ Lane: _____
Degree & Credits: _____ Salary: \$ _____ Effective Date: _____
Longevity Differential: _____
Special Ed./Psych./Guidance Differential: _____
TOTAL ADJUSTED SALARY: \$ _____

Transcript(s) Missing From _____ Teacher Notified / / Received / /

Extra Credits: In-Service _____ University _____