

Westhampton Beach Union Free School District
Westhampton Beach, NY

Request for Column Movement

Teacher: _____ **Date:** ____/____/____

Current Salary Column: ____ **Column Requested:** ____

Courses to be used for salary column move:

<u>Course Number/Title and Provider</u>	<u># of Credits</u>	<u>Graduate or In-service</u>		<u>Online?</u>
_____	_____	<input type="checkbox"/> Grad	<input type="checkbox"/> In-Service	<input type="checkbox"/> check if online course
_____	_____	<input type="checkbox"/> Grad	<input type="checkbox"/> In-Service	<input type="checkbox"/> check if online course
_____	_____	<input type="checkbox"/> Grad	<input type="checkbox"/> In-Service	<input type="checkbox"/> check if online course
_____	_____	<input type="checkbox"/> Grad	<input type="checkbox"/> In-Service	<input type="checkbox"/> check if online course
_____	_____	<input type="checkbox"/> Grad	<input type="checkbox"/> In-Service	<input type="checkbox"/> check if online course
_____	_____	<input type="checkbox"/> Grad	<input type="checkbox"/> In-Service	<input type="checkbox"/> check if online course
_____	_____	<input type="checkbox"/> Grad	<input type="checkbox"/> In-Service	<input type="checkbox"/> check if online course
_____	_____	<input type="checkbox"/> Grad	<input type="checkbox"/> In-Service	<input type="checkbox"/> check if online course
_____	_____	<input type="checkbox"/> Grad	<input type="checkbox"/> In-Service	<input type="checkbox"/> check if online course
_____	_____	<input type="checkbox"/> Grad	<input type="checkbox"/> In-Service	<input type="checkbox"/> check if online course

Please attach official transcripts and/or certificates of completion for each course used for this move.

Credits for this move: Total: ____ **Grad:** ____ **In-Service:** ____ **Online:** ____

Teacher's Signature: _____

Submit one copy to Personnel Office and retain one copy for your records

Rules for Column Movement:

- All courses used for salary movement must be pre-approved through a Teacher Study Plan.
- Official transcripts must be submitted for all graduate credits and proof of completion must be submitted for all in-service courses prior to column movement.
- Column moves are effective September 1st and February 1st.
- Column moves require the following breakdown of credits:
 - 10 credit moves require a minimum of six graduate credits.
 - 12 credit move (MA 30 - MA42) requires a minimum of seven graduate credits.
 - 18 credit move (MA42 - MA60) requires a minimum of eleven graduate credits.
- Online Credits:
 - Half of the total credits for each move may be credits earned online (50% rule).
 - If a teacher is enrolled in a pre-approved online degree or certificate program, the credits earned in that program are not subject to the 50% rule stated above. If the teacher fails to complete the certificate or degree program, however, the District reserves the right to move the teacher to the place on the salary schedule he/she would have earned based on the 50% rule for online classes.
- Courses for graduate and in-service credit will be approved from the following institutions*:
 - New York State funded Teacher Centers
 - NYSUT
 - SCOPE
 - Stony Brook University
 - Dowling College
 - Saint Joseph's College
 - Hofstra University
 - Long Island University
 - Other Colleges and Universities (no third-party providers) as approved by the Superintendent of Schools

* Please note that courses are approved or rejected based on their relevance to the specific teaching assignment of the requestor and alignment with District goals. Not all courses from the above list of providers will be approved.