SOMERSET PUBLIC SCHOOLS
SOMERSET, MASSACHUSETTS

Jeffrey Schoonover
Superintendent of Schools
Somerset Public Schools
580 Whetstone Hill Road
Somerset, Massachusetts

Dear Mr. Schoonover:

I am requesting a salary adjustment from Schedule_____Step_____to Schedule_____Step_____ in accordance with the provisions
of the Teachers' Contract, Appendix A, Article_____.

The following graduate courses, with appropriate documentation, are being submitted to support my request for a salary adjustment.

These courses being submitted are part of a Masters program _____ _____
Yes No

If yes, Name of college_____

Name of program _____

College	*Dept*	*Catalog Number*	*Title of Course*	*Year*	*Grade*	*Credit*

Official college transcripts with official seal and/or official grade reports with official seal must accompany this request.

_____**Signed** *For office use only:*

_____**Address** _____*Date received*

_____**Telephone No**

_____**Date submitted:**