



Dennis-Yarmouth Regional School District
296 Station Avenue
South Yarmouth, MA 02664
508-398-7621

DATE: April 2019
TO: ALL CERTIFIED STAFF
FROM: Leila Maxwell
Director of STEM Instruction

RE: **Horizontal movement on the teacher salary schedule,
Course reimbursements**

Please use the form attached to this memo to give written notice of your intent to move horizontally on the teacher salary schedule (e.g., M to M+15) for FY20. The form must be filed with the Office of Instruction before the end of June to be effective in September. Please make sure all graduate credit records (transcripts) pertaining to this move are in your personnel file here at the Administration Office. You may come in any time Monday – Friday from 8:00 a.m. to 4:30 to check your file.

Reviewing records to approve such movement is conducted annually during the summer months. Confirmation of all credits and degrees must be received from accredited colleges and universities prior to the start of the school year. If you are planning to take a summer semester course to count toward this horizontal movement, please refer to sections 36.2, 36.3 and 36.4 of your contract and the following additional language referring to summer courses:

1. Submits a letter from his/her instructor not later than August 15th confirming that the bargaining unit member is enrolled in the course;
2. Completes the course before the start of the particular school year; and
3. Submits evidence of course completion in form reasonably acceptable to the Committee not later than October 1 of the particular school year.

Course reimbursements occur only for those courses pre-approved by either Director of Instruction. All graduate course, workshops, and conference approvals are made online through the SmartEdu program.

For reimbursement to be processed for courses taken, you must have entered your course request on the DYPD online site and provided the Instruction Office with a copy of your proof of purchase showing the amount paid and a copy of your grade report (a note from the instructor can suffice until a grade report arrives). Reimbursement for part-time teachers is pro-rated according to time worked. For example, half-time teachers are eligible for half of the regular reimbursement allotment. Graduate credit will be entered when the college transcript is received.

Please refer to additional information found on the Office of Instruction website.

NAME: _____ SCHOOL: _____

PRESENT DEGREE STATUS: _____

TYPE OF LICENSE HELD AT THIS TIME: (CHOOSE one) PROVISIONAL TEMPORARY INITIAL WAIVER PROFESSIONAL

LICENSE FIELD: _____ GRADE LEVEL: _____

COURSES TO BE USED TOWARDS HORIZONTAL MOVEMENT: (Please list below all necessary information)

COURSE NUMBER AND NAME: DATES TAKEN: CREDITS: ISSUING AGENT:

YOUR NEW DEGREE STATUS WILL BE: _____