



**Somerset Public Schools**  
**Somerset Berkley Regional School District**  
*All Students Achieving Excellence*

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.

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 Master's Program \_\_\_\_\_  
Yes      No

If yes: Name of college \_\_\_\_\_

Name of program \_\_\_\_\_

<i>College</i>	<i>Dept</i>	<i>Catalog</i>	<i>Title of Course</i>	<i>Year</i>	<i>Grade</i>	<i>Credit #</i>

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_