



Binghamton City School District  
Binghamton, New York

Request for Graduate Credit Salary Increase

Kelsey Mras, Program Assistant  
Personnel Office  
164 Hawley Street  
Binghamton, NY 13901

"I request an increase in salary following the completion of additional academic preparation a shown"

College

Year

\_\_\_\_\_ Earned Master's Degree \_\_\_\_\_

\_\_\_\_\_ Additional graduate work beyond Bachelors Degree (earned at \$100 for every 6 earned hours of graduate work) \_\_\_\_\_

\_\_\_\_\_ official transcripts have already been forwarded or requested.

I understand that no salary increase can be made without **official transcripts**. I requested them on \_\_\_\_\_ (Date)

Name \_\_\_\_\_

Assignment \_\_\_\_\_ School \_\_\_\_\_

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

(DO NOT WRITE BELOW THIS LINE – office use only)

Unused Graduate Hours \_\_\_\_\_

Plus New Graduate Hours \_\_\_\_\_

Grad Hours used \_\_\_\_\_

Amount Granted \_\_\_\_\_

Effective Date \_\_\_\_\_

New Unused Graduate Hours \_\_\_\_\_