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**MARBLEHEAD PUBLIC SCHOOLS**  
**9 WIDGER ROAD MARBLEHEAD, MA 01945 781-639-3140 FAX 781-639-3149**

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**DATE:** FEBRUARY, 2006  
**TO:** ALL PROFESSIONAL FACULTY MEMBERS IN UNIT A  
**FROM:** KERRY O'SHAUGHNESSY  
**RE:** STUDY CREDITS FOR HORIZONTAL SALARY LANE CHANGES AND EDUCATIONAL ENHANCEMENT

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Many teachers will have earned credits since last year which would place them in a higher classification of the salary schedule in September, 2006. (For example, B to B+9, B+30 to M, or M to M+15, etc.) If you have completed sufficient credit, or expect to have them completed prior to September 1, 2006, please return this form properly filled out on or before Friday, April 28, 2006. ***Failure to submit this form by April 28, 2006 will be grounds for an individual not being advanced on the salary schedule in September, 2006.*** (See article XII Committee-Unit A Contract).

List courses and credits for which additional salary credit is expected:

Previously Approved

Course Name

Credit Hours


Planned for Summer


I am presently at \_\_\_\_\_ and these credits will move me to \_\_\_\_\_.

I am eligible for educational enhancement step credit having completed fifteen or more years of continuous service as of: \_\_\_\_\_ September 1993, or \_\_\_\_\_ September, \_\_\_\_\_.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME (PLEASE PRINT) \_\_\_\_\_

AFTER A COURSE HAS BEEN SUCCESSFULLY COMPLETED, TEACHERS MUST SUBMIT EVIDENCE OF SUCCESSFUL COMPLETION OF SAME PRECEDING THE SCHOOL YEAR IN WHICH THE SALARY ADJUSTMENT IS TO TAKE EFFECT, EXCEPT IN EXTENUATING CIRCUMSTANCES, OR AS PREVIOUSLY AGREED WITH THE SUPERINTENDENT.

PLEASE RETURN THIS FORM ON OR BEFORE APRIL 28, 2006 TO MS. KERRY O'SHAUGHNESSY IN THE OFFICE OF THE SUPERINTENDENT OF SCHOOLS.