



WYANDANCH UNION FREE SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES
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Wyandanch, New York 11798
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APPLICATION FOR REDUCTION OF PROBATIONARY SERVICE

Instructions: This application form is to be used by regularly appointed pedagogical personnel. Pursuant to NYS Education Law, the standard period of probation for all regularly appointed pedagogical employees is as follows:

- APPOINTED PRIOR TO JULY 1, 2015 - Three (3) years of active service.
- APPOINTED ON OR AFTER JULY 1, 2015 - Four (4) years of active service.

Regardless of appointment date, all Teachers, guidance counselors, social workers, may apply for a reduction of the probationary period on the basis of previous teaching (in the level and area of their appointed license) for the Wyandanch Union Free School District or in another school district within New York State.

Circle One: LFH Elem MLK Elem MLO WMHS Other

Last Name: First: MI:

SS# (LAST 4 DIGIT ONLY): Date of Appointment:

Employee Email Address:

Home Phone/Cell Phone #:

Appointed License Area: Appointed School:

Section 1: Jarema Credit- A teacher or other non-supervisory pedagogue who has rendered satisfactory service as a regular appointee or a regular substitute for up to two years or more and has been appointed to the same rank, subject and level area in day school at an annual salary, may have the probationary period reduced by as much as two years upon verification of such previous service.

For purposes of awarding Jarema Credit, no period of substitute service shall be counted as equivalent to probationary service unless it is under supervision and consists of not less than 80 school days of service in any 90 consecutive school days in the same school; and a credit of one year shall be based on not fewer than 160 days of actual service extending over a period of one year.

Indicate below regularly appointed and regular substitute service in NY public day schools that may be credited towards the reduction of probationary period. Note: Duration of probationary period subject to your appointment date. See “Instructions” above.

FROM	TO	#Days of Service	Grade/Subject	BCO/District/Borough/School	Principal's Signature

2: Traveling Tenure-Non-supervisory pedagogic appointees who were tenured in another school district located within New York State may apply to have their probationary period reduced by one year. Note: Duration of probationary period subject to your appointment date. See “Instructions” above. To claim Traveling Tenure credit, you must enter the information requested below.

Name and Complete Address if New York State School System Awarding Tenure:	Date Tenure Awarded

Note: Either Jarema Credit or Traveling Tenure may be applied for the reduction of the probationary period, but not both.

This application must be printed and submitted to the Office of Human Resources. Please complete the form and submit as an email attachment to: RWALLACE@WUFSD.NET or complete and mail form to the above address. Retain a copy for your files. Substitute service will be verified with schools where former employment occurred.