

Wyandanch Union Free School District

Wyandanch, New York 11798

Office of Human Resources
Rascheda Wallace
Assistant to the Superintendent for Human Resources
(631) 870-0410

INSTRUCTIONS

1. Must be completed by employee.
2. Advanced approval for course credit forms are required for all courses being applied to lane change

EMPLOYEE NAME (Last, First, MI): _____

CURRENT STEP/COLUMN: _____

ANTICIPATED STEP/COLUMN: _____

POSITION/SCHOOL: _____

REASON FOR REQUEST: ☐ Wrong Step/Column
☐ Error in Longevity Stipend
☐ Other (i.e. Continuing Education)

EXPLANATION: _____

• • • PLEASE ATTACH OFFICIAL TRANSCRIPT(S) AND/OR COURSE COMPLETION CERTIFICATE(S), IF APPLICABLE • • •

Employee Signature

Date

Date Received by Human Resources: _____

For Office Use Only:

Course Approvals ☐
Step/Column Approved: _____

Cert. Completion ☐

Transcript Attached ☐