PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT

106 Washington Avenue Plainview, New York 11803

Office of Human Resources & Safety Christopher Donarummo, Assistant Superintendent for HR & Safety

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TO:	Christopher D)onarummo						
FROM:	PRINT NAME	SIGNAT	SIGNATURE					
DATE:			BUIL	BUILDING				
SUBJECT: SALARY LANE CHANGE FOR								
Please circle one SEPTEMBER 1 ST (courses need to completed by 8/31 for September lane change) OR FEBRUARY 1 ST - (courses need to completed by 1/31 for February lane change)								
(Memo must be sent NO LATER THAN Sept. 10 th by and NO LATER THAN Feb. 10 th)								
I am requesting a lane change from				to				
Listed below are the courses I have completed. I will submit the original in-service certificates and/or official graduate transcripts in sealed-stamped college/university envelope to your office. I have also marked the courses completed in My Learning Plan.								
NAME OF COURSE		COLLEGE/ UNIVERSITY	(IN -SERVICE CERTIFICATE BEING SENT		TRANSCRIPT BEING SENT	TOTAL CREDITS	