

***IMPORTANT INFORMATION  
SACHEM TEACHERS  
\*\*PLEASE READ\*\****

*All inservice courses used toward salary advancement must be approved by the Assistant Superintendent for Personnel prior to the start of each course. Credit will be given up to a maximum of nine (9) inservice credit hours of the fifteen (15) hours needed for salary advancement. Teachers are reminded that the "school year" runs from July 1 - June 30.*

*Prior approval is also required for anyone seeking graduate credit towards Masters +75.*

***Stony Brook University  
Graduate Courses***

*Graduate courses are now offered through Stony Brook University. These classes are available for teachers seeking their MALS degree and for teachers in need of graduate or inservice credit. In order for these classes to run, a minimum of 12 graduate participants per course must be registered. You must submit proof of immunizations(form located in center of this booklet) to StonyBrook if this is the first time you are taking a graduate course with them or have not attended the university within the last 5 years. **Please fax the completed immunization form to StonyBrook's Student Health Center @ 631-632-6936** or contact them at 631-632-6740 (option 1) to verify that they have your immunizations on file. Please do not return this form to the Teacher Center.*