



Public Schools of Edison Township

312 PIERSON AVENUE EDISON, NEW JERSEY 08837

Human Resources Salary Guide Credit Reimbursement Checklist

In order to be eligible for salary guide credit you must submit the following to Human Resources:

- ___1. Official transcripts with the degree conferred on it (must be in a sealed envelope or electronic copy from the university)
- ___2. **All** copies of pre-approval forms for each course
- ___3. Salary Guide Credit Application

The Application for salary guide credit and this checklist, along with the information requested, must be submitted altogether to Kim Kirsch by September 30th and January 31st.

Human Resources Signature _____

Date Completed_____