

Donna E. Erdman
10751 Old Route 99
McKean, PA 16426
August 17, 2011

Natalie Fatica
Human Resources
Erie County Technical School
8500 Oliver Road
Erie, PA 16509

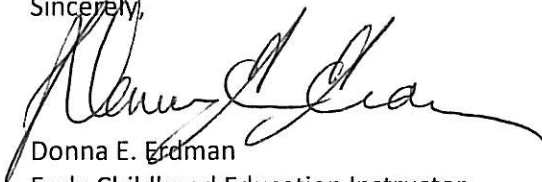
Dear Ms. Fatica,

I would like to request a salary schedule column advancement from Column D (Masters) to Column E (Masters plus 15) beginning the upcoming school year.

I recently completed the additional 15 credits beyond the masters degree required for the column move and have had sent to you a copy of my official transcript from Gannon University. Attached is an unofficial transcript and grade report designating which credits were earned after the completion of the credits for Master of Education in Curriculum and Instruction. Previous to the earned Master of Education degree I had earned Bachelors plus 30 credits. During the summer of 2010, I completed the course work for the graduate degree and began additional courses in the fall of 2010.

Please inform me if additional documentation or information is needed. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Donna E. Erdman", written over a horizontal line.

Donna E. Erdman
Early Childhood Education Instructor
Erie County Technical School