

# MEMORANDUM

**TO:** ALL TEACHERS  
**FROM:** PATRICIA KINSELLA, ASSISTANT SUPERINTENDENT  
**SUBJECT:** ADDED DEGREE NOTICE  
**DATE:** OCTOBER 12, 2018

## ADDED DEGREE NOTIFICATION FORM

**PLEASE COMPLETE AND RETURN THE FORM TO THE BUSINESS OFFICE, ATTENTION: MS. JULIE HURLEY, BY 12/1/2018, IF YOU EXPECT TO BE ELIGIBLE FOR A CHANGE IN SALARY BY VIRTUE OF AN ADDED DEGREE OR ADDITIONAL COURSE WORK IN THE NEXT SCHOOL YEAR.**

***TEACHERS WILL RECEIVE A DATE STAMPED COPY OF THIS FORM AS PROOF OF RECEIPT. PLEASE KEEP A COPY FOR YOUR FILES.***

Because this information is needed to prepare the budget for the next fiscal year, failure to return this form will mean funds will not be budgeted to honor advancements.

**YOUR NAME** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_

1. Will you be eligible for a change in salary in **September 2019**, due to progression to the Master's, Master's Plus 15, Master's Plus 30, Master's Plus 60, or Doctorate/Master's Plus 90 level? (Please check below.)

\_\_\_\_\_ YES

\_\_\_\_\_ NO

If "YES," please indicate the schedule you expect to be eligible for \_\_\_\_\_

*NOTE: You cannot advance to the salary level identified above in September 2019 unless this form has been completed and submitted on time. Upon completion of your coursework, you must also complete a Documentation of Request for Salary Schedule Advancement Form and provide proper documentation (transcripts) of degrees and coursework clearly indicating that you have attained the new level.*