

MEMORANDUM

TO: ALL TEACHERS
FROM: PATRICIA KINSELLA, ASSISTANT SUPERINTENDENT
SUBJECT: ADDED DEGREE NOTICE
DATE: SEPTEMBER 03, 2019

ADDED DEGREE NOTIFICATION FORM

PLEASE COMPLETE AND RETURN THE FORM TO THE BUSINESS OFFICE, ATTENTION: MS. JULIE HURLEY, BY 11/15/2019, 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 2020**, 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 2020 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.