

# BOLTON PUBLIC SCHOOLS

BOLTON, CONNECTICUT 06043

OFFICE OF THE SUPERINTENDENT

## Notification of Degree Status Change

The Board of Education-Bolton Education Association agreement, Article 2.2.D states: *“Teachers who expect to become eligible to advance to a higher salary schedule must give preliminary notification on the appropriate form to the Superintendent **by November 1 of the previous year** or no salary schedule advancement will be made for one (1) school year.”*

Teacher Name (please print): \_\_\_\_\_

I have submitted the Request for Course Work Approval and this will serve to notify the Superintendent of Schools that I **intend to complete** the approved requirements for my educational advancement prior to the next school year and, therefore, will be eligible for placement on the \_\_\_\_\_ salary schedule for the 20\_\_\_\_ / 20\_\_\_\_ school year.

I understand it is **my responsibility** to submit the supporting official transcripts for this educational advancement to the Superintendent’s Office **by August 1<sup>st</sup>** of the current school year for salary schedule placement to be effective for the next school year.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

----- **For Office Use Only** -----

Date Received: \_\_\_\_\_ Initials \_\_\_\_\_ Program approved: \_\_\_Yes \_\_\_ No

\_\_\_\_\_  
Signature - Director of Instructional Technology and Curriculum

\_\_\_\_\_  
Date

c: Director of Finance  
Payroll

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**Approved for salary schedule advancement:**

\_\_\_\_\_  
Signature – Superintendent of Schools

\_\_\_\_\_  
Date

c: Payroll