

LETTER OF INTENT FOR SALARY COLUMN ADVANCEMENT

NAME: _____

DUE TO THE SUPERINTENDENT BY MARCH 1ST - PER CGA Article XII - 12.4C

I hereby notify the Superintendent of my intent to move from one column of preparation to another on the salary schedule for the _____ school year. My additional preparation will advance me from the _____ column of the salary schedule to the _____ column.

(Example BA + 10)

I understand that documentation of any additional preparation must be submitted to the office of the Superintendent no later than the 20th day of September. This documentation may be in the form of an official transcript, course grade slip, or advisor's letter. Official transcripts must be provided to the Superintendent before advancement on the salary schedule will become effective.

Signature , Teacher

Date

Signature , Superintendent

Date

Please list below the courses that qualify you (or will qualify you) for the next salary level.

DEPARTMENT AND COURSE #	FULL COURSE TITLE	SEMESTER HOURS CREDIT	DATE COMPLETED OR TO BE COMPLETED	COLLEGE OR UNIVERSITY

FOR OFFICE USE ONLY

ACTION: Date all unofficial documentation received ____/____/____ **COMMENTS:**

ACTION: Date all official documentation received ____/____/____ **COMMENTS:**

____ Approved: Effective Date ____/____/____ ____ Disapproved

Signature , Superintendent

Signature , Teacher Member of Credit Evaluation Committee