



Bolton Public Schools

Notification of Degree Status Change

In accordance with the Board of Education-Bolton Education Association agreement, Article 2.2D, 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 schedule advancement will be made for one (1) school year.

This will serve to notify the Superintendent of Schools that I intend to complete the requirements of my educational advancement prior to the next school year, and then will be eligible for placement on the _____ salary schedule for the 20__ / 20__ school year.

I understand that it is my responsibility to submit the supporting official transcripts for my educational advancement to the Superintendent's Office by **July 1st** of the current school year for salary schedule placement to be effective for the next school year.

Signature

Date

Please Print Name

**** Received ****

Signature – Director of HR

Date Received

**** Approved ****

Approved for salary schedule advancement: Yes ___ No ___

Signature – Superintendent of Schools

Date Received