

ROCKY HILL PUBLIC SCHOOLS
2018-19 DEGREE CHANGE/SALARY ADJUSTMENT FORM

In accordance with past procedures, all teachers anticipating a change in degree status for the 2018-19 school year shall notify the Superintendent's Office in writing so that the anticipated increase in salary will be included in the budget for the coming year. Sealed, official transcripts indicating that the degree has been conferred must be received by August 15, 2018.

NAME: _____

SCHOOL/LOCATION: _____

GRADE/SUBJECT: _____

CURRENT STEP: _____ CURRENT DEGREE: _____

2017-18 STEP: _____ 2018-19 DEGREE: _____

Sealed/Official Transcripts included:

Sealed/Official Transcripts to be ordered (*Must be received by August 15, 2018*):

Employee's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

For Office Use:

Anticipated Salary for 2018-19: _____

Transcript Received: Copy to Bookkeeping: