

DECLARATION OF CHANGE IN CONTRACT STATUS FORM

If your individual contract status, as of the first payday of the new school year, will differ from the status in effect at the time your contract was issued, such change in contract status must be declared in writing prior to September 1 of the year for which the contract was issued.

This form is provided for your use in declaring a change in your contact status.

NAME: _____ ASSIGNMENT: _____

BUILDING: _____

CHANGE IN CONTRACT STATUS			
FROM LANE:		TO LANE:	
<i>(e.g. from lane BS + 12 to lane BS + 18)</i>			

A Course Approval Form must be on file in the District Office or attached to this declaration.

Proof of credits earned must be submitted to the District Office prior to September 10. A copy of a grade sheet and/or transcript is appropriate. For those individuals receiving their Master's Degree, an original transcript is required.

SIGNED: _____ DATE: _____

***** DISTRICT OFFICE USE ONLY *****

The change in contract status is: **Approved** **Not Approved**

COMMENTS: _____

SIGNED: _____ DATE: _____

Superintendent of Schools

Teacher retain PINK copy; submit WHITE AND YELLOW copy to the District Office.