

NOTICE OF INTENT TO CHANGE COLUMNS & VERIFICATION FORM

* Brookline, Dover, Jamaica, Newfane, Townshend, Wardsboro, WCSU, Leland & Gray UHS

Per Article 12.7 of the Master Agreement * (or 12.12 of the Jamaica agreement, or 11.8 of the Dover agreement), notice of intent to change columns must be received by the Superintendent on or before December 1st prior to the successive school year. To make the column change official transcripts for completed coursework must be received prior to the beginning of the school year. If the new column credit requirement is not met until after the beginning of the school year, the column change will be made effective at the beginning of the second semester of that school year.

Teacher Name _____ School _____

Notice of intent to change columns is hereby provided to the WCSU Superintendent as of (date): _____, submitted by: (Teacher) _____

Received by Superintendent: _____ Date: _____

[Keep a copy for your records and resubmit this form with evidence of completion]

Verification of Course Work Completion:

Coursework has been completed as of _____.

Proof of completion of coursework (transcripts) are attached.

Requested Change:

From: _____
Step Column School Year

To: _____
Step Column School Year

Note: Employment contracts to returning teachers issued in the spring for the next year will be issued at the same column as the previous year if this form has not been received prior to March 15th. Contracts will be revised upon receipt of completed Column Change Request form.

Submitted by: _____
Teacher Date

Approved: _____
Superintendent of Schools Date

c.c. Building Principal