

ADDISON-RUTLAND SUPERVISORY UNION

FAIR HAVEN, VERMONT 05743

Phone (802) 265-4905

Fax (802) 265-2158

TO: Superintendent of Schools' Office

FROM:

DATE:

SUBJECT: Change of Column

This is to notify you that as of _____ I will have completed the necessary credits to move from my current column _____ step _____ to column _____ step _____ for the _____ school year.

Signature

Please attach the transcripts to this form and list the courses as indicated below that support this request:

Institution	Course/Section	Title	Credits
<u>CSC</u>	<u>EDU6920 C01</u>	<u>Education Research</u>	<u>3</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Teachers eligible to change columns on the salary schedule will submit proof of completion of said coursework (transcript) to the Superintendent's office by **August 15th** of the year in which the desired column change is to take effect. If a course will not be completed until late August or if the transcript is not yet available, the teacher shall submit a letter from the instructor indicating that the teacher has completed or will complete the course with not less than a "B". Said letter should be submitted by **August 15th**, with the transcript to follow as soon as possible. The intent of this Article is that teachers will submit proof of completion of coursework as soon as possible.

Deadlines for receipt of Column Change requests per Master Agreements: **December 1.**