

SANDWICH PUBLIC SCHOOLS

ADMINISTRATION OFFICES

33 Water Street

Sandwich, MA 02563

Tel: 508 888-1054

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NOTICE OF INTENT

LATERAL MOVEMENT ON THE SALARY SCHEDULE

Name: _____ Date: _____

School: _____

From (salary column): _____ To (salary column): _____

After completion of course requirements, I anticipate lateral movement on the Salary Schedule for the next school year. I understand this Notice of Intent must be received by the Superintendent’s Office ***on or before December 1st of the year prior to my anticipated move.*** I further understand that in order to move laterally on the Salary Schedule, I must present completion of the required credits to the Superintendent’s Office ***on or before the following September 15th*** with an official transcript from the institution(s) and, if applicable, a printout from SmartPD showing my incremental credits. If an extension is necessary for the purpose of collecting grades/transcripts to verify completion of a course, the Superintendent will grant a grace period upon emailed request not to exceed November 1st.

Teacher’s Signature: _____ Date: _____

Please forward to the Office of the Superintendent.

SANDWICH PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER
The Sandwich Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, National origin, sexual orientation, disability, or homelessness.