

**Lewiston School Department
New Degree Status Notification
Deadline: October 1**

Dear Superintendent,

Pursuant to Article XXII, Professional Development and Educational Improvement, Section B of the Agreement between the Lewiston School Committee and the Lewiston Education Association, I wish to inform you that I intend to earn credits that will place me on a higher salary scale for the next school year.

I currently am on the _____ degree scale, and I intend to be on the _____ degree scale.

Name of Institution: _____

Course of Study: _____

Anticipated graduation date (month/year): _____

I understand that the new salary scale will not become effective until a copy of the actual degree or acceptable proof of attainment is on file in the Superintendent's Office.

Sincerely,

Name: _____

School: _____

Signature: _____

Date: _____