

Personnel Office
Township of Ocean School District
February 2017

MEMORANDUM TO: All Professional Staff Members

FROM: James Stefankiewicz, Ed.D.
Superintendent of Schools

RE: Change of Column on the Salary Guide
September, 2017

If you anticipate/expect to qualify for another column on the salary guide, i.e. Bachelor's Plus 30, Master's, etc. in September 2017 please complete the questionnaire below and return to the Personnel Office on/or before May 1, 2017.

**Proof of Change must be in the Personnel Office:
June 30, 2017 for September**



**RETURN THIS PORTION TO PERSONNEL
ON OR BEFORE May 1, 2017**

NAME: _____

SCHOOL: _____

Present Column on Salary Guide: _____

Anticipated Column for September 2017: _____

If you do not anticipate any change – please do not complete and return
*This form must be returned by E-Mail on or before the date noted above (May 1, 2017).
Forms received after the above noted date will not be accepted. Hard copies will be returned: NOT ACCEPTED. Please save your electronic submission until your change on guide has become effective.