Professional Staff Pay Period Request

- Teachers wanting to change their pay period are required to complete this request. A change to the pay period can only occur at the beginning of the school year.

- Request must be submitted no later than August 31st each year.

Name ________________________________________________________________

School _______________________________________________________________

Please check (✔) your preferred pay period:

☐ 10-month pay period

☐ 12-month pay period

___________________________________            ___________________________________
Signature Date

May 2006 Payroll