

## **Important Dates**

*The following is a list of dates for when forms and notifications are due to the Board office.*

April 1 – Lump Sum Pay form

May 1 – Tuition Reimbursement form for Summer semester

June 1 – Completion of 28 Flexible In-service hours

June 1 - Notice of receiving National Board Certification

June 1 - Statement of intent to move on the salary schedule

Aug 1 - Tuition Reimbursement form for Fall semester

Oct 1 – Official transcripts to qualify for movement on salary schedule

Nov 1 - Tuition Reimbursement form for Spring semester

Time cards and extra duty sheets – the first Friday of each month