



Tippecanoe School Corporation

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TO: 2017-2018 Current TSC Teachers, Media Specialists, Instructional Coaches and Counselors
FROM: Colleen Imhof, TSC Business Office (Certified Payroll)
RE: 2018-2019 Salary Pay Schedule Election Information

The TSC Business Office has a Salary Pay Schedule Election Form on file indicating your preference in number of pays received annually. Our office will keep your selected preference effective for the next school year (2018-2019), unless notified alternatively. If you wish to change your pay preference for the 2018-2019 academic year, you may do so at this time. Please refer to the instructions noted below.

- **If you would like to keep the number of pays you receive as they are listed on your current Salary Pay Schedule Election Form on file, you do not need to do anything.**
- **If you would like to change the number of pays you receive, you need to complete the attached form, and return it to Colleen Imhof , by 5/11/18.**

20 PAY OPTION	24 PAY OPTION
Equal bi-monthly payments September through June	Equal bi-monthly payments September through August
No payments received in July or August	

If you should have any questions, please contact me via email prior to the above listed deadline of May 11, 2018.
cmimhof@tsc.k12.in.us

Thank you.

**TIPPECANOE SCHOOL CORPORATION
SALARY PAY SCHEDULE ELECTION FORM**

DUE DATE: MAY 11, 2018 for the 2018-2019 Academic Year

TEACHER NAME _____ EMP. NO. _____

SCHOOL _____

If you are requesting a change to your previously selected schedule of pays, this form must be completed and returned to the Business Office (attn: Colleen Imhof) no later than May 11, 2018. Do not submit this document if no change is being made to your salary schedule.

Please place an “X” next to the option for salary payment distribution below:

Select One:	2017-2018 Selection Choice: (Current Year Selection)	2018-2019 Academic Year Revised Choice: (Desired Selection for Next School Year)
Option A	During the 2017-2018 academic year, I elected to receive my salary in 24 equal payments.	For the 2018-2019 academic year, I elect to receive my salary in 20 equal payments.
Option B	During the 2017-2018 academic year, I elected to receive my salary in 20 equal payments.	For the 2018-2019 academic year, I elect to receive my salary in 24 equal payments.

I understand that the above election is irrevocable for the current/upcoming school year, after the May 11th deadline. I understand that the above election is irrevocable for each school year thereafter until I submit a revised election form, during the election selection window for the following academic year, in accordance with the School's procedures. I further understand that if I fail to complete and submit this election form for the 2018-2019 academic school year, by May 11, 2018, I shall receive the same number of equal salary payments as I received during the 2017-2018 academic year.

Date: _____

Signature: _____