

Teacher Salary Supplement Program (TSSP) Appeal Application

Last Name: _____	First Name: _____	CACTUS ID# _____
Email: _____		
Phone: _____	Payment Term: ___ Trimester ___ Semester ___ Annual	
Local education agency (LEA): _____		

Submit the appeal application and supporting documentation **prior to May 31st of the program year**. *Appeal applications will not be accepted after May 31st*. Complete the TSSP application on-line prior to submitting the Appeal Application. Select **ONE** of the **Review** options listed below:

DEGREE REVIEW include **ORIGINAL** transcript showing degree major for equivalency consideration.

Digital Transcripts: The USBE will accept official digital transcripts, but these **MUST** be submitted directly from the institution’s clearinghouse to **transcripts@schools.utah.gov**.

Official (Paper) Transcripts: “Sealed” transcripts are not required, but the documents must be official on the university “scrip-safe” paper. Photocopies or printed digital transcripts will not be accepted. **Mail** transcripts and signed appeal application to:

Utah State Board of Education - TSSP
P.O. Box 144200
Salt Lake City, UT 84114-4200

Area for review as “substantially equivalent” (select one):

- | | | | |
|-------------------------------------------|--------------------------------------|--------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Physics | <input type="checkbox"/> Physical Science | <input type="checkbox"/> Deaf Education |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Special Education | |

University: _____	Paper <input type="checkbox"/>	Digital <input type="checkbox"/>
† Degree: _____	Major: _____	Confer Date: _____
University: _____	Paper <input type="checkbox"/>	Digital <input type="checkbox"/>
† Degree: _____	Major: _____	Confer Date: _____

Coursework completed outside of an awarded degree cannot be reviewed or considered.

† If submitting a master’s or doctoral degree, please include official transcript for the bachelor’s degree.

† If the degree earned references “transfer credits”, it is recommended to also submit official transcripts from the initial institution.

ASSIGNMENT HISTORY REVIEW appeal must include **Verification of Educator Experience Form** or other supporting documentation to validate **10+ years of work experience in Utah and assignment type**.

List years requested for review: _____

Assignment Verification Form(s) Attached:

Signature: _____ Date Completed: _____

Submit the appeal application as a PDF attachment to tssp@schools.utah.gov.
All documentation for an appeal must be submitted **prior to May 31st of the program year**.