

Teacher Salary Supplement Program

Appeal Application

Last: _____	First: _____	CACTUS ID# _____
Street: _____	Building/Apt#: _____	
City: _____	State: _____	ZIP: _____
Email: _____	Phone: _____	

Current Assignment LEA (District/Charter): _____

The Appeal Application must be completed and **received prior to May 31st of the program year**. Incomplete appeal applications will not be accepted after May 31st. Complete the TSSP application online prior to submitting the Appeal Application. Appeals should be submitted as soon as possible to allow processing time. Select **ONE** of the **Review** options listed below:

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

Original (Paper) Transcripts: "Sealed" transcripts are not required, but the documents must be original on the university "scrip-safe" paper. Photocopies or printed electronic transcripts will not be accepted. Send transcripts with the signed application to:

Utah State Board of Education - TSSP
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

Electronic Transcripts: The USBE will accept electronic transcripts but these MUST be submitted directly from the university/institution clearinghouse to transcripts@schools.utah.gov. Transcripts should be emailed before you submit your appeal application. Indicate below which method the transcripts were submitted.

Area for review as "substantially equivalent" (select one):

Chemistry

Physics

Physical Science

Computer Science

Mathematics

Special Education

University Transcript: _____	Original <input type="checkbox"/> Electronic <input type="checkbox"/>	
†† Degree Earned: _____	Major (as listed on transcript): _____	Year: _____
University Transcript: _____	Original <input type="checkbox"/> Electronic <input type="checkbox"/>	
†† Degree Earned: _____	Major (as listed on transcript): _____	Year: _____

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

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

†† If the degree earned references "transfer credits", it is recommended to also submit original transcripts from the initial college/university.

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

List school years requested for review: _____

Assignment Verification Form(s) Attached:

Signature: _____ Date Completed: _____

Direct additional questions on the TSSP Appeal process to <https://schools.utah.gov/curr/licensing/tssp> or call the TSSP Program Specialist at 801-538-7580. All documentation must be submitted to the address listed above or to tssp@schools.utah.gov.