

**CONTRACT REQUEST FORM  
CARBON COUNTY SCHOOL DISTRICT NO. 2  
CERTIFIED STAFF**

Name: \_\_\_\_\_

Mailing Address for Contract: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Position/classes to be taught by this person: \_\_\_\_\_ School: \_\_\_\_\_

Area(s) currently Certified in Wyoming: \_\_\_\_\_

Does an Exception Certificate need to be requested? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, in what area: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Year Teaching Endorsement was received: \_\_\_\_\_ Year BA Degree received: \_\_\_\_\_

After college teaching degree/endorsement was received did applicant earn any college transcript credits:  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list number of credits received and name of college(s) where credits were received:

\_\_\_\_\_  
\_\_\_\_\_

To be placed on the Salary Schedule at: Step \_\_\_\_\_ BA+ \_\_\_\_\_ or, MA+ \_\_\_\_\_  
(Note: Years of teaching experience need to be clear. If experience is in multiple fractions of years, etc. please list separately and attach to this form.)

Contract Salary: \$ \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Recommended by: \_\_\_\_\_  
School Administrator's Signature Date

\*\*\*Principal – please sign/initial off to indicate you have reviewed the contract information with applicant and contract amount before submitting to Superintendent's office (*reference policy GCBA*): \_\_\_\_\_

**Special Note:** Is candidate eligible for continuing contract status? Yes \_\_\_\_\_ No \_\_\_\_\_  
(To be eligible – the teacher must have been on a Wyoming Continuing contract the previous school year)

Comments: \_\_\_\_\_

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Approved by: \_\_\_\_\_  
Superintendent's Signature Date

**\*\*Attach the following documents to this request before submitting it to the Superintendent:**  
*Completed Application, Resume, Placement File or Letters of Recommendation  
Transcripts, Wyoming Teaching Certificate or Other State Certificates*

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**FOR CENTRAL OFFICE USE ONLY:**

Contract Type: \_\_\_\_\_ Contract Start Date: \_\_\_\_\_ Contract Days/Hours: \_\_\_\_\_  
Contract mailed: \_\_\_\_\_ To be returned by: \_\_\_\_\_