

# Teacher Salary Supplement Program

# Appeal Application

The Appeal Application must be completed and **received prior to May 31<sup>st</sup> of the program year**. Incomplete appeal applications will not be accepted after May 31<sup>st</sup>. Complete the TSSP application online prior to submitting the Appeal Application. Appeals should be submitted as soon as possible to allow processing time.

**All appeals must include ORIGINAL transcripts for the degree being considered as “substantially equivalent”.**

**Original (Paper) Transcripts:** “Sealed” transcripts in the university envelope are not required, but the documents must be originals, on the college/university “scrip-safe” paper. Photocopies or transcripts you have received electronically and printed will not be accepted. Send transcripts with the completed and 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 now accept electronic transcripts but these MUST be submitted directly from the university/institution clearinghouse to [transcripts@schools.utah.gov](mailto:transcripts@schools.utah.gov). Transcripts should be emailed before you submit your appeal application and your application should indicate in which method the transcripts were submitted.

Last: _____	First: _____	CACTUS ID# _____
Street: _____		
City: _____	State: _____	ZIP: _____
*Email: _____		
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: _____

**Current LEA (District/Charter):** \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

Chemistry  
 Computer Science

Physics  
 Mathematics

Physical Science  
 Special Education

Additional Information for consideration: *(Coursework completed outside of an awarded degree cannot be reviewed or considered.)*

**Signature:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

\* A valid email address must be provided to receive confirmation that your appeal application was received.

† 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.

**For answers to questions regarding the TSSP Appeal process, go to <https://schools.utah.gov/curr/licensing/tssp> or call the TSSP Specialist at 801-538-7580. All documentation should be submitted to the address listed above or to [tssp@schools.utah.gov](mailto:tssp@schools.utah.gov).**