

**MARTHA'S VINEYARD PUBLIC SCHOOLS**  
**EDUCATIONAL SUPPORT PROFESSIONAL (ESP)**  
**TRACK CHANGE REQUEST**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ HOME PHONE# \_\_\_\_\_

*Dear Superintendent of Schools:*

*I am requesting a track change from \_\_\_\_\_ to \_\_\_\_\_. Enclosed please find an official college transcript indicating the award of said degree.*

**I UNDERSTAND THAT IN ORDER FOR ME TO CHANGE TRACKS:**

- 1) This form must be filed with your **Payroll Secretary (Michelle BenDavid, Jocelyn Broadley or Maureen FitzGerald)** in the Superintendent's Office.
- 2) I have also attached an **OFFICIAL TRANSCRIPT** to this form.
- 3) If I wish to access my personnel file, I must notify the Superintendent's Office 24 hours in advance.
- 4) Forms and transcripts received **by October 1<sup>st</sup>** will be honored for the full year. Forms and transcripts received **after** that date will be honored for the next year only.

*Cordially,*

\_\_\_\_\_  
Educational Support Professional Signature

\_\_\_\_\_  
Date

**APPROVED:** \_\_\_\_\_  
**SUPERINTENDENT OF SCHOOLS**

**DATE:** \_\_\_\_\_