

**To:** Teachers and Nurses  
**From:** Payroll  
**RE:** Teacher/Nurse Salary Disbursement Request for 2021/2022

The following is a list of pay dates for all teachers and nurses for the 2021/2022 school year. Please complete the bottom portion of this form **only if this is your initial request or you want to change how you are paid next school year. Otherwise, you will continue to be paid the same way next school year as you are this year.** The completed form should be forwarded to Payroll no later than June 11. Thank you.

**2021 Summer Pay Dates:** 6/22, 7/12, 7/30 & 8/19

**2021/2022 Pay Dates**

09/08/2021 **First Teachers Pay**  
09/22/2021  
10/06/2021  
10/20/2021  
11/03/2021  
11/17/2021  
12/01/2021  
12/15/2021  
12/29/2021  
01/12/2022  
01/26/2022  
02/09/2022  
02/23/2022  
03/09/2022  
03/23/2022  
04/06/2022  
04/20/2022  
05/04/2022  
05/18/2022  
06/01/2022  
06/15/2022 **Last Regular Pay and Balloon Pay**  
(2022 Summer Pay Dates to be determined)

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**Please choose one and return bottom portion to Petrina Lewis in Payroll by June 11**

**2021/2022 Salary Disbursement Request**

**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_  
(please print)

- Regular Pay:** 21 equal pays beginning 09/08/21
- Balloon Pay:** 25 pays beginning 09/08/21 which includes 20 equal pays plus 1 balloon pay equivalent to 5 pays
- Summer Pay:** 25 equal pays beginning 09/08/21 which includes 21 pays during the school year plus 4 summer pays. *(If you choose this method, remember that your summer pay direct deposit advices will be emailed to your school Gmail account. If you do not have direct deposit, your check will be mailed before or on the summer pay dates.)*