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MEMORANDUM

TO: All Employees
 FROM: Dr. Douglas A. Taylor
 DATE: January 2, 2024
 RE: Annual Records Verification

Effective the 2023-2024 school year, all employees will be required to verify their salary and demographical information on an annual basis to ensure accuracy. **The deadline to verify all information is January 19, 2024.**

SALARY VERIFICATION: PART 1

Salary credit will be awarded annually in October for experience earned that is related to your position. To verify your salary, you must review and confirm the elements listed below. Please select **MY FORMS** and then select 2023-2024 salary verification. If all information is correct, please sign and date the form electronically in Frontline Central. **If there are any errors or discrepancies, please immediately contact me by email without signing the form.**

Element to Verify	Explanation
Salary Schedule	Verify that you are being paid on the correct salary schedule for your position.
Years of Verified Experience	Verify that you are being paid based on the number of years where experience verification forms were submitted.
Workterm	Verify that the number of workdays is correct.
Degree Level	Verify that you are being paid based on your highest degree recognized by the ALSDE.

DEMOGRAPHICAL INFORMATION VERIFICATION: PART 2

Demographical information will be reviewed and verified on an annual basis. Please ensure that your phone number, address, and emergency contact details are current and accurate. This information is vital for effective communication and ensures that we can reach you in case of an emergency. Please follow the steps below to verify/update your information.

1. Log in to Frontline Education using your credentials. Select **CENTRAL** from the dropdown menu.
2. Click my staff profile
3. Review your address and telephone number. Select the edit option if you need to update any information.
4. Review your emergency contact information. Select the edit option if you need to update any information.

If you encounter any difficulties, please contact me by email or speak with the secretary at your assigned site.

Happy New Year,

Dr. Douglas A. Taylor
 Director of Human Resources and Professional Learning