



Master's Degree Program Compensation Request Form

Professional staff are eligible to receive a pay increase of \$5,000 upon completion of a District approved master's degree program. Employees are eligible to receive additional compensation for one master's degree only. Proof of completion of the master's degree program must be submitted to the Director of Human Resources no later than September 15 of the year the \$5,000 increase is requested to begin.

General Information:

➤ Employee Name:	
➤ Current Assignment:	➤ Location (s):

Master's Degree Information:

➤ University Name:	
➤ Master's Program Title:	
➤ Advisor's Comments:	
Advisor's Signature:	Date:

Courses taken to date approved in this program:

Number	Course Title	Credits	Grade	Date Completed

Courses to be completed:

<i>Number</i>	<i>Course Title</i>	<i>Credits</i>	<i>Grade</i>	<i>Date Completed</i>

Administrative Response (Questions, Concerns, Remarks)

Building Level Approval by:

Signature – Building Level Administrator

Date

District Level Approval by:

Signature – Superintendent or Designee Signature

Date