

# VERNON PUBLIC SCHOOLS

## Request for Degree Change

Date of Request:

Name:

(Last)

(First)

Assigned School:

CRS

LHS

LSS

MSS

NES

RHS

SRS

VCMS

### Degree Change Information

**PLEASE NOTE:** Consistent with Article XVII of the teachers' agreement, a program of study for a **6<sup>th</sup> Year Degree or greater** requires "submission of the plan of study, approved by the college, to the Superintendent for his/her approval."

Changing from:

BA (Grade 1)

BA+15 (Grade 2)

MA (Grade 3)

MA+15 (Grade 4)

6<sup>th</sup> Yr. (Grade 5)

6<sup>th</sup>+30 (Grade 6)

Changing to:

BA+15 (Grade 2)

MA (Grade 3)

MA+15 (Grade 4)

6<sup>th</sup> Yr. (Grade 5)

6<sup>th</sup>+30 (Grade 6)

Ph.D.  
(Grade 6)

Deadlines:

**October 1<sup>st</sup>:**

Official transcripts must be received by Central Office no later than October 1<sup>st</sup> for a salary adjustment effective the first day of school for the current school year.

**March 1<sup>st</sup>:**

Official transcripts must be received by Central Office no later than March 1<sup>st</sup>, for a salary adjustment effective February 1<sup>st</sup>.

**\*\*Requests received after March 1<sup>st</sup> will be awarded a salary adjustment effective the first day of school of following school year.\*\***

### Instructions

Please email this form to [jmarkham@vernon-ct.gov](mailto:jmarkham@vernon-ct.gov) and forward an official transcript, enclosed in the **original sealed envelope** in which it was mailed by the college or university, to:

Vernon Public Schools  
30 Park Street  
Vernon, CT 06066  
Attn: Jaime Markham

Courses listed as work in progress ("WIP") will not be considered and will delay the salary adjustment.

For questions regarding degree changes, please contact Jaime Markham at [jmarkham@vernon-ct.gov](mailto:jmarkham@vernon-ct.gov).

### For Central Office use only

Transcript Received:

Verified by:

(Date)

CSDE EDS updated \_\_\_\_\_  PAF sent to payroll \_\_\_\_\_  Confirmation letter sent to employee \_\_\_\_\_

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*