



VERNON PUBLIC SCHOOLS

30 Park Street • P.O. Box 600

Vernon, CT 06066-0600

Fax (860) 870-6005

Website: www.vernonpublicschools.org

Request for Degree Change

Name: _____

Date of Request: _____

School: CRS LSS MSS NES SRS VCMS RHS

Degree Change Information

PLEASE NOTE: Consistent with Article XVII of the teachers' agreement, a program of study for a **6th 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) 6th Yr. (Grade 5) 6th+30 (Grade 6)

Changing to: BA+15 (Grade 2) MA (Grade 3) MA+15 (Grade 4) 6th Yr. (Grade 5) 6th+30 (Grade 6) Ph.D. (Grade 6)

Deadlines: **October 1st:** Official transcripts must be received by Central Office no later than October 1st for a salary adjustment effective the first day of school for the current school year.

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

****Requests received after March 1st 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 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.

For Central Office use only

Transcript Received: _____
(Date)

Verified by: _____

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.