Vernon

Public Schools

**Request for Degree Change**

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|  |  |  |  |  | **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 **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) |
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| **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. |
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|  |  | March 1st: | Official transcripts must be received by Central Office no later than March 1st, for a salary adjustment effective February 1st. |
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| **\*\*Requests received after March 1st will be awarded a salary adjustment effective the first day of school of following school year.\*\*** |
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| **Instructions** |
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| Please email this form to eclifford@vernon-ct.gov and forward an officia**l** transcript, enclosed in the **original sealed envelope** in which it was mailed by the college or university, to:Vernon Public Schools30 Park StreetVernon, CT 06066Attn: Ellen CliffordCourses listed as work in progress (“WIP”) will not be considered and will delay the salary adjustment. For questions regarding degree changes, please contact Ellen Clifford at eclifford@vernon-ct.gov. |
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| **For Central Office use only** |
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| **Transcript Received:** |  |  |  | **Verified by:** |  |  |  |
|  |  | (Date) |  |  |  |
|  |  |  |  |  |  |
| [ ] CSDE EDS updated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] PAF sent to payroll \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Confirmation letter sent to employee \_\_\_\_\_\_\_\_\_  |