Vernon

Public Schools

**Request for Degree Change**

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| **Name:** | |  | |  | | | | | | | |  |  |  | | | | | |  |  |  | | |  |
|  | |  | | (Last) | | | | | | | |  |  | (First) | | | | | |  |  |  | | |  |
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| **Assigned School:** | | | | | | | | | CRS LHS LSS MSS NES RHS SRS VCMS | | | | | | | | | | | | | | | | |
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| **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.” | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Changing from:** | | | | | | | BA (Grade 1) BA+15 (Grade 2) MA (Grade 3) MA+15 (Grade 4) 6th Yr. (Grade 5) 6th+30 (Grade 6) | | | | | | | | | | | | | | | | | | |
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| **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](mailto: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 Schools  30 Park Street  Vernon, CT 06066  Attn: Ellen Clifford  Courses 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](mailto:eclifford@vernon-ct.gov). | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **For Central Office use only** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Transcript Received:** | | | | | |  | | |  | | | | | |  | **Verified by:** |  |  | | | | | |  | |
|  | | | | |  | | | (Date) | | | | | | |  |  | | | | | | |  | | |
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| CSDE EDS updated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ PAF sent to payroll \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Confirmation letter sent to employee \_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | |