



OWOSSO PUBLIC SCHOOLS

Ready for the World

Route:	HR	_____
	Accounting/Budgeting	_____
	Payroll	_____
	Benefits	_____
	HR Processing	_____

REQUEST FOR CHANGE IN EDUCATIONAL STATUS*

Requests for Change in Educational Status should be submitted to the Human Resources. Salary adjustments are made twice during the contract year (effective the first day of the school year, and the first day of the second semester) pursuant to the Master Agreement (Article 5.1.3). **COMPLETE ONLY ONE SECTION.**

*UNOFFICIAL TRANSCRIPTS MUST ACCOMPANY THIS REQUEST.

Name (Last, First, Middle):	Social Security Number:
-----------------------------	-------------------------

Section A

Request for supplemental pay for completion of advanced degree

Name of University:	Date Degree Awarded:
Type of Degree:	Major:

Section B

Request for supplemental pay for completion of 10 or more graduate credit hours. To receive twenty (\$20) dollars per semester hour for all semester hours over nine, with a total maximum payment of \$400 dollars

Name of University:	Number of credits completed
---------------------	-----------------------------

Section C

MA+15 BA+35 (at least 30 credits must be part of Masters degree program)

Name of University:	Number of credits completed:
---------------------	------------------------------

Employee Signature:	Date:
---------------------	-------

*** TO BE COMPLETED BY HUMAN RESOURCES ***

<input type="checkbox"/> APPROVED	ADJUSTMENT TO SALARY:
Human Resources Signature:	Date: