

**PLEASE RETURN THIS FORM TO HUMAN RESOURCES BY AUGUST 15, 2018**

\_\_\_\_\_  
**Please Print Full Name**

\_\_\_\_\_  
**Employee ID #**

\_\_\_\_\_  
**Teaching Position/Assignment**

\_\_\_\_\_  
**Building**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

If your educational status will change for the 14<sup>th</sup> pay of the 2018-19 school year, please check your anticipated column movement as indicated below:

**FROM:**

- Bachelor's Degree
- Bachelor's +15 Graduate Credits
- Master's Equivalency
- Master's Degree
- Master's +15 Graduate Credits
- Master's +30 Graduate Credits

**TO:**

- Bachelor's +15 Graduate Credits
- Master's Equivalency (must apply to PDE)
- Master's Degree
- Master's +15 Graduate Credits
- Master's +30 Graduate Credits
- Master's +45 Graduate Credits

Please list the course #, course name, college/university where course was taken, and the date completed that qualifies you for the above move. Additional forms may be submitted as needed.

<b>Course # &amp; Course Name</b>	<b>College/University</b>	<b>Date Completed</b>

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**OFFICIAL TRANSCRIPTS ARE DUE TO HUMAN RESOURCES BY OCTOBER 30, 2018**