

WATERBURY PUBLIC SCHOOLS

Degree Status Change Verification Form

Date _____ Employee # _____

Teacher's Name _____
(include former name, if necessary)

Current **Degree Status** _____ **Step** _____ **Salary** _____

Proposed **Degree Status** _____ **Step** _____ **Salary** _____

New Courses Taken for Salary Advancement:
(List Course/s, and College/University)

OFFICE USE ONLY:

Date Official transcripts received _____

Verification of required course work _____
Date Initials

Date logged on to official data sheet _____

Submit official transcripts with this form

Article 25, Section 2(g) All those who complete the necessary degree and/or credit requirements which will entitle them to a lateral advancement (to the appropriate degree or degree credit column) on the attached schedules, shall be paid according to the said appropriate degree or degree credit on the appropriate schedule beginning either the first day of school or March 1st immediately following the recording of proof of completion of said degree and/or credits with the Superintendent of Schools. A thirty (30) day grace period shall be allowed for presentation of these credits following the completion of the Summer Term or of the Fall Term respectively.