



PROCEDURES FOR SUBMITTING REQUEST FOR MASTER'S DEGREE STIPEND AND CREDIT HOUR PAYMENTS

MASTER'S DEGREE STIPEND

1. If a teacher is required to earn a Master's Degree for their permanent or professional certificate and has not yet done so, he or she should fill out a yellow sheet (attached) requesting **pre-approval** from the District Superintendent. Once approved, a copy will be kept on file in the Personnel Office and a copy will be sent back to the teacher.
2. When a teacher has earned his or her Master's Degree, an **official transcript** must be sent to the Personnel office in order for stipend payment to be processed. Payment **will not** be processed without an official transcript.

CREDIT HOURS PAYMENTS

1. When a teacher signs up for a course, he or she must fill out a **pink** sheet (attached) detailing the course, credit hours, etc. Once approved, a copy will be sent back to the teacher and the original will be kept in the Personnel Office.
2. When a teacher satisfactorily completed that course, an **official grade report or transcript** must be sent to the District Superintendent's office for processing of payment. **Under no circumstance will on-line grade be accepted.**

Processing of Master's Degree stipends and credit hours is done in October and March. Information received after the first day in either of these months will result in payment being processed during the next cycle (October or March).

Please refer to any further details for these payments in the current teacher's contract. If you have any questions, please contact the Personnel Office, ext. 5819



ADVANCE APPROVAL – GRADUATE COLLEGE COURSE CREDITS

Under established policy, advance approval must be obtained for course credits to be applied to increase on the salary schedule. The use of this form will facilitate the approval procedure and provide a permanent record of such approval.

This form is to be completed and forwarded to the Superintendent's office for consideration. The original will be retained in the Superintendent's files and a copy will be given to the applying staff member indicating course approval. Upon completion of coursework, a copy of the grade report should be submitted to the Superintendent for payroll recording.

Date _____ **Position** _____

Course No. _____ **Title** _____

Sem. Hrs. _____ **Institution** _____

Semester Starting _____

Are you matriculated for a degree _____ **If so, what degree?** _____

Is this course a part of a degree program? _____

Purpose for taking course _____

Signature _____

DO NOT WRITE BELOW THIS LINE

Course _____

District Superintendent

Course Grade _____

Date _____

Filed By _____



ADVANCE APPROVAL – MASTER’S DEGREE STIPEND

Under established policy, advance approval must be obtained for Master's Degree stipend payment. The use of this form will facilitate the approval procedure and provide a permanent record of such approval.

This form is to be completed and forwarded to the District Superintendent's office for consideration. An outline of the content of the degree must also be submitted.

The original request will be retained in the District Superintendent's files and a copy will be given to the applying staff member indicating approval. Upon satisfactory completion of the degree, a copy of the degree completion and diploma should be submitted to the District Superintendent for processing of the stipend payment.

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Date _____ **Position** _____

Degree Title _____

Total Hours _____

Institution _____

Semester Starting _____

Anticipated Date of Completion _____

Signature _____

DO NOT WRITE BELOW THIS LINE

District Superintendent

Final Approval for Payment of Stipend

Date _____

Filed By _____