



MASTER'S DEGREE STIPEND

Teachers may be required to earn a Master's Degree for their permanent or professional certificate. When a teacher has earned his or her Master's Degree, an **official transcript and this form** must be sent to Human Resources in order for stipend payment to be processed. Payment **will not** be processed without an official transcript.

Payment for a Master's degree will be prorated during the first year of payment, and the payment will be added to base salary at the beginning of the next school year. Payment for a Master's degree will be made on October 1 and March 1 of each year, upon the submission of an official transcript and this form.

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Date _____ Position _____

Degree Title _____

Name of Accredited Institution _____

Date of Completion _____

Employee Name (Printed) _____

Employee Signature _____

Approval for the Master's degree payment is granted.

Director of Human Resources _____ Date _____

District Superintendent _____ Date _____

Please return to Human Resources so payment can be processed.