

SUPPORT APPLICATION FOR HOURS ABOVE DEGREE

NAME: _____ SCHOOL/DEPT: _____
POSITION: _____ SS#: _____

This is my request to have my salary adjusted accordingly for the additional college hours I have completed.

Check One:

HS/GED + 60 hours

BA Degree

I understand that an official transcript of my college work must be received in the Human Resource Department of the Clovis Municipal Schools by **OCTOBER 1** to support my above claim.

Signature

Date

For Office Use Only

This is to certify that this application has been reviewed and the following consideration given:

Approved for HS/GED + 60 hours

Approved for BA degree

Effective School Year: _____

Signature – Executive Director of Human Resources
Director of Human Resources

Date

Cc: Finance, Contract File, Employee