

Name: _____

Please check:

Masters _____

Sixth Year _____

Seventh Year** _____

Doctorate _____

School/Assignment: _____

COURSE/PROGRAM PRE-APPROVAL FORM*Please explain:*

Are you in a formal degree granting program? _____ Where? _____

If not, what is your planned program of study (theme)? _____

GRADUATE WORK

SEMESTER/ YR	COURSE CODE	TITLE	UNIVERSITY	CREDITS	HR SIGNATURE

EQUIVALENCY (if applicable*)

WHEN?	WHAT?	WHERE?	CREDITS	HR SIGNATURE

*Equivalency option can only be applied to one (1) degree change and may not exceed 8 credits.

**Only available to individuals employed prior to July 1, 1997.

11/9/2020

**Send this form to the Human Resources Department for approval
by the Executive Director of Personnel and Legal Services.**

DEGREE CHANGES

As you know, teacher placement on the salary schedule reflects a teacher's years of service as well as the teacher's degree status. Both of these components are used each year in determining personnel costs for the Fairfield Public Schools and are key to the building of our school district's budget.

In order to be as accurate as possible in projecting these personnel costs, the Human Resources Department must keep up-to-date records on the degree status of Fairfield's teachers. To this end, we survey the professional staff each September to ascertain their plans in this regard.

If you expect to complete requirements qualifying you for a degree change for the following school year, you must complete the Salary Lane Degree Change form which will be sent to all employees by email in early September. **This requirement for notification is so crucial, that salary lane adjustments cannot be made without it.** We need to know the new degree you plan to earn as well as the anticipated time of degree completion.

It is certainly the intent of this office to recognize the academic achievements of our professional staff. However, prior notification is an essential requirement in our ability to grant that recognition. You must notify us of your intention to complete degree change requirements by completing the Salary Lane Degree Change form. The Salary Lane Degree Change form has been developed for use in helping teachers meet their contractual obligations regarding notification.

PLEASE NOTE: If you do not complete your degree change as anticipated you **must resubmit** a Salary Lane Degree Change form **again** the following school year.

I have read the above information and understand I must complete the Salary Lane Degree Change form at the appropriate time to move to the next salary lane.

Name

Date