

Memorandum

TO: Superintendent, Waynesboro Area School District

FROM : _____

SUBJECT: Change in Educational Level

DATE: _____

On _____, I completed the necessary courses of instruction to change my

education status from: (check one):

- Bachelors to Bachelors 24 _____
- Bachelors 24 to Masters _____
- Masters to Masters 12 _____
- Masters 12 to Masters 24 _____
- Masters 24 to Masters 36 _____
- Masters 36 to Masters 48 _____
- Masters 48 to Earned Doctorate _____

A copy of my Official Transcript and/or other official certified documents from my educational institution are attached or are on file in your office.

I respectfully request that my file be updated to reflect this information and that my pay be adjusted as of

_____.
(Date)

(Employee Signature)

PLEASE NOTE: The transcript or affidavit of completion **must** carry the official seal of the college **and** the signature of graduate dean **or** the major academic advisor. Application for change made after **April 1**, will not take effect until the following school year.

REVIEWED BY SUPERINTENDENT AND ASSISTANT SUPERINTENDENT:

Approved _____
(Signature, Assistant Superintendent)

Approved _____
(Signature, Superintendent)

Date _____

Disapproved _____
(Signature, Assistant Superintendent)

Disapproved _____
(Signature, Superintendent)

Date: _____

Forward to Personnel Office