

GREENE COUNTY SCHOOLS

Advanced Degree Intent Form

All personnel requesting a salary increase based on an advanced degree must submit a completed form and return to the payroll department on or before **May 1st** of each school year. Degrees received in the spring or summer semesters will be given salary increases beginning with the new fiscal year's first payroll. Degrees received in the fall semesters will receive mid-year raises. If a degree is not completed as intended, the raise will be moved to the next group.

Intent forms must also be followed up by:

- An official transcript stating the degree conferred
 - Spring/Summer graduates must turn transcripts in by August 1st
 - Fall graduates must turn in transcripts by January 1st
- Updated teaching license

It is the employee's responsibility to obtain and turn these documents into the payroll department. Failure to do so will result in forfeiture of the raise until paperwork is submitted. If the deadline to turn paperwork in has passed, the raise will be moved up to the next group of raises.

NAME: _____ DATE: _____

DEGREE: _____

PROJECTED DATE OF GRADUATION: _____

SIGNATURE: _____

(DO NOT WRITE BELOW THIS LINE - CENTRAL OFFICE USE ONLY)

(DIRECTOR OF SCHOOLS APPROVAL)

(DATE)