



# Change of Placement on Certified Schedule

Employee Name: \_\_\_\_\_

Current Degree:      BA      BA+30      MA      MA+20      MA+30  
(Check Appropriate Button)

Advance Degree to:              BA+30      MA      MA+20      MA+30  
(Check Appropriate Button)

Date of Request: \_\_\_\_\_

Date of Transcript: \_\_\_\_\_  
(Attach All Transcripts)

Date Masters Earned: \_\_\_\_\_

~Superintendent Verification~
Hours Verified - Admin. Asst.

~For Payroll Use Only~
Date Request Received: _____
Board Approval Date: _____
Date of System Change: <input type="radio"/> January 1
(Choose one) <input type="radio"/> September 1

~Copies Forwarded to~
<input type="radio"/> Payroll
<input type="radio"/> Employee
<input type="radio"/> LPDC File
Approvals:
<input type="radio"/> Superintendent
<input type="radio"/> _____
_____