



**LINDEN PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT**



ANTICIPATED DEGREE CHANGE

When coursework is completed, you must have original transcripts sealed, or emailed which indicate degree conferment or the sum total of 30 (+) graduate credits sent to the Superintendent's Office, no later than July 15th for an effective date/acknowledgement in September, and no later than November 15th for an effective date/acknowledgement in January. Degree changes are approved/acknowledged twice a year.

**DUE NO LATER THAN JANUARY 15th for the FOLLOWING
SCHOOL/CONTRACTUAL YEAR**

NAME _____ SCHOOL _____

College/University Attending	Dates of Attendance	Degree Completion

MASTER'S DEGREE _____ MASTER'S + 30 _____ DOCTORATE _____

This form must be received in the Superintendent's Office no later than July 15th to be eligible for a degree change pay adjustment for the following school year.

CONTINGENT UPON CERTIFICATION OF SATISFACTORY COMPLETION OF COURSE.

EMPLOYEE SIGNATURE	DATE
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Check all that apply...	
<input type="checkbox"/> Approved for degree change	<input type="checkbox"/> Not approved for degree change

Atiya Y. Perkins
Superintendent of Schools

Date

