



**HUMAN RESOURCES OFFICE
CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**

REQUEST FOR SALARY CREDIT BEYOND THE BACHELOR'S DEGREE

PROCEDURE

In order to receive additional salary credit for either ten (10) or twenty (20) semester hours beyond the Bachelor's degree, professional employees must meet the following specific provisions:

.....

_____ Building
Professional Employee Name

Attach a letter from the college or university certifying enrollment in an approved program of studies leading to a Master's degree.

Attach (or have mailed) an official transcript showing hours upon which credit is based.

Please sign the following statement:

I certify that the advanced work for which I desire credit has been begun within six years immediately preceding the current year.

_____ Date
Signature

RETURN TO THE HUMAN RESOURCES OFFICE.