HUMAN RESOURCES OFFICE
CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM

REQUEST FOR CHANGE OF SALARY LANE

Check one:

☐ Master's ☐ Master's + 30 ☐ Ed. S ☐ Doctorate

PROCEDURE

To receive credit on the salary schedule for an additional earned degree, the following must be completed and returned to the Human Resources Department. This can be retroactive to the date the degree was conferred.

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_____ _____
Professional Employee Name Building

☐ Official transcript from the college or university showing the awarding of the degree. (Attached or have mailed)

☐ Please sign the following statement:

I certify that I have applied to the State of Tennessee Office of Teacher Licensing for the amendment of my teaching license to include the additional degree. Should such amendment be denied or not issued, I understand that I will not be entitled to the salary increase.

_____ _____
Signature Date

RETURN TO THE HUMAN RESOURCES OFFICE.