



Request for Change in Degree Allowance

I, _____, an employee of the Educational Service Center of Central Ohio, having completed additional college course work, am requesting a change in my degree allowance classification.

Attached is my official college transcript verifying that I have completed _____ additional semester hours (quarter hours are equivalent to two-thirds semester hours), which now qualifies me for the degree allowance of:

CERTIFIED

- Check One: Bachelor's Degree with 150 Semester Hours
 Master's Degree
 M+15 Semester Hours
 M+30 Semester Hours
 M+45 Semester Hours
 Doctorate

For all new teachers whose graduations are delayed, a letter from the college/university verifying that the degree will be granted will suffice until a transcript is available.

- NOTE:**
1. Grade slips will be accepted only from those staff members enrolled in the second term of the summer session. The grade slip must be replaced by an official transcript on or before October 15 to retain the new degree allowance classification.
 2. The Request for Change in Degree Allowance must be filed with the Treasurer on or before September 15 to be effective for the current contract year.
 3. Final implementation of the Request for Change in Degree Allowance is subject to the approval of the ESCCO Superintendent.

Employee's Signature

Date

Treasurer's Signature

Date

Approved: ESCCO Superintendent

Date